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ST. MARY'S JUNIOR COLLEGE
BULLETIN

Handbook Issue



1960-1961 Session

Vol. 49, No. 5



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE
RALEIGH, NORTH CAROLINA

1960-1961

Edited for

Student Government Association

By Tucker Walker

ST. MARY'S JUNIOR COLLEGE BULLETIN
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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name.
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS

of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

9:00 A.M. — 10:30 A.M.

11:00 A.M. — 1:00 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

CALENDAR

1960

- September 6-9, Tuesday-Friday.....Registration of day students.
September 12-15, Monday-Thursday....Registration of boarding students;
testing; matriculation of all students.
September 16, Friday.....First semester classes begin.
October 26, Wednesday.....Annual Meeting of the Board of Trustees.
November 23-27.....Thanksgiving holiday begins at 1:00 P.M.
Wednesday and ends at 10:00 P.M. Sunday.
December 17, Saturday.....Christmas vacation begins at 12:30 P.M.

1961

- January 2, Monday.....Resident students report by 10:00 P.M.
January 23-28.....First semester examinations.
January 30, Monday.....Second semester classes begin.
March 25, Saturday.....Spring vacation begins at 12:30 P.M.
April 3, Monday.....Spring vacation ends, 10:00 P.M.
May 20-25.....Second semester examinations.
May 26, Friday.....Commencement Play.
May 27, Saturday.....Alumnae Day and Class Day.
May 28, Sunday.....Baccalaureate, 11:00 A.M.
May 29, Monday.....Commencement, 10:30 A.M.

The dining room is closed at all scheduled vacation periods.

STUDENT GOVERNMENT OFFICERS

President	Edith Alston
Vice-President	Amelia Yancey
Secretary	Diane Blanton
Honor council members	
Senior Class	Patsy Frank, Diane Blanton
Junior Class	To be elected
Underclassman	To be elected
Chairman of the Hall Council	Hannah Wright
Secretary of the Hall Council	Linda Ramsey
President of the Day Students	Sally Upton
Chairman of Assembly	Jean Lippels

OTHER CAMPUS OFFICERS

Editor of the <i>Belles</i>	Carter McAlister
Editor of the <i>Stagecoach</i>	Gay Davis
Editor of the Handbook	Margaret Midyette
Chief Marshal	Molly Cooper

Athletic Association: Sigma and Mu Clubs

Sigma

President	Stuart Austin
Vice-President	Carter McAlister

Mu

President	Frances Douglas
Vice-President	Winston Conner

HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This is mandatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, drinking, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. Furthermore a student is on her honor not to drink and not to leave campus without permission.

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

HONOR CODE

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR
KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.



Dear New Girls,

Welcome to St. Mary's! We, the old girls are looking forward to your arrival and to the many new friendships that you will inspire.

In all probability you have never been away from home for more than a few months, and you are excited by the prospects of attending college. The life you are about to enter will naturally seem a little strange. It will be a new and different life because there will be regulations and traditions to learn, and a whole new set of friends to be made. However, you will soon find that St. Mary's has an atmosphere of friendliness that is found in all old girls, faculty and staff. These people are here to help you to feel a part of the college, and we are sure that in a very short time you will learn to love St. Mary's as much as we do.

The first week, Orientation Week, is planned especially for you. There will be parties, and picnics, in order to give you a chance to know the faculty and students. Soon after you come you will meet your "big sisters" and counselors who will be on hand to help you.

WELCOME

Upon arriving at St. Mary's you will have the privilege of becoming a member of the Student Government Association. No student government can be successful without the support and interest of every girl. This is your responsibility, and one of which you must be constantly aware from your first day at St. Mary's until your last.

What you derive from your life at St. Mary's depends upon you, your attitude toward her ideals and your participation in her activities. You will find it necessary to budget your time in order to get in all that you want to do. Your counselors will be glad to help you with this matter. Be friendly to everyone, for here is the chance to make some lifelong friends. Take advantage of every opportunity to serve, for it is in the giving of yourself that you receive much.

Believe in St. Mary's and give her your best. In doing this you will grow to love and respect her as we, and the many girls who have been before us, do.

Sincerely,

Edith Alston, *President,*

Student Government Association.

CUSTOMS AND TRADITIONS

At St. Mary's, as at all other colleges, it is upon customs and traditions that the coordination of the student body and the cultivation of school spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Old Girl-New Girl party is one of the best-loved traditions. Dressed in formal clothes, you'll meet the faculty; you'll be served refreshments by the marshals in long white dresses and you'll enjoy some college talent.

A great many of St. Mary's traditions are carried on by the senior class. These girls serve as hostesses in the parlor, greeting guests and assisting with paging duties. They are also hostesses in the dining room. Early in the morning of the day Christmas holidays begin, seniors sing Christmas Carols to the students and faculty. Every old girl acts as a Big Sister to a new girl. At graduation the Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's.

The freshmen and sophomores have a dance together, usually in February.

We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. One of the most beautiful parts of commencements is the "step-singing." Each class originates a group of songs and takes its turn singing them on Smedes Hall Steps.

CUSTOMS AND TRADITIONS

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed, especially the two great festivals of Christmas and Easter. After various pre-Christmas celebrations, we spend the holidays at home. The choir gives a chapel service devoted to the Christmas spirit.

There are a lot of little traditions at St. Mary's—the kicking post on the path to Hillsboro Street, which assures you that that special letter will arrive if you kick the post while passing by; the Little Store, where everyone goes for food, fun, and cokes; the Christmas parties, the fraternity serenades—a formal dinner in the dining room and a Christmas party; the athletic banquet given at the end of the college year to award the plaque to one of the athletic clubs, the Sigmas or Mus. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief and declares the session officially over.

We hope you'll grow to love our traditions as we old girls do.

I. STUDENT GOVERNMENT COUNCILS

A. HONOR COUNCIL

- a. The Honor Council is composed of the President, Vice-President, and Secretary of Student Government, and two representatives of the senior class, two of the junior class, one of the underclassmen, one of the commercial students, and one of the day students.
- b. The Honor Council deals with the following offenses if they occur when the student is under the jurisdiction of the college. (A student is always under the jurisdiction of the college when college is in session except when she is away from the vicinity of Raleigh in charge of her own parents.)

1. HONOR OFFENSES

- a. Lying
- b. Cheating
- c. Stealing

2. Drinking

3. Leaving or remaining off campus without permission.

4. Library offenses (see page 31).

5. Any conduct of a nature to reflect seriously upon the reputation of the student or of the college.

- c. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction and off the annual Honor Roll.

STUDENT GOVERNMENT COUNCILS

DRINKING

No St. Mary's student may drink or have in her possession any alcoholic beverages while she is under the jurisdiction of the college. Violation of this rule subjects the student to possible expulsion.

THE ABOVE OFFENSES ARE SUBJECT TO SUSPENSION OR EXPULSION.

B. HALL COUNCIL

- a. The Hall Council has jurisdiction over all student regulations and over routine matters of student conduct.
not specifically under the jurisdiction of the Honor Council,
- b. For Hall Council offenses students receive demerits and campuses; accumulation of a number of demerits determined by the Hall Council subjects a student to a week's campus.

POINT SYSTEM

(as set up by the Honor Council)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

✓ Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the Handbook.

Editor of the *Stage Coach*.

Editor of the *Belles*.

Editor of the *Muse*.

6 Points

Honor Council Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Legislative Body.

Chairman of Assembly Programs.

Chief Marshal.

POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Canterbury Club.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, *Stage Coach*.

Fire Captain.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

* Ex-officio members of any organization do not receive points

II. DORMITORY REGULATIONS

- A. Quiet Hour—The following hours must be observed as quiet periods out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise has the right to request that the noise be stopped.

QUIET HOUR SCHEDULE

Mon.—Fri.	Saturday	Sunday
8:30 a.m.- 12:55 p.m.	7:00 a.m.- 12:30 p.m.	2:00- 3:30 p.m.
1:45- 5:00 p.m.	11:00 p.m.- 9:00 a.m.	7:30- 9:30 p.m.
7:00- 9:30 p.m.		10:00 p.m.
10:00 p.m.- 7:00 a.m.		7:00 a.m.

1. Sunday Quiet Hour

2:00 p.m.-3:30 p.m.—Quiet Hour.

(A girl must spend the whole of quiet hour in one place. A girl who has been off campus must go to the library or remain in the parlour until the end of quiet hour. She may not move from room to room during quiet hour.)

2. Closed Study Period

The hours from 7:30 p.m. to 9:30 p.m. are a closed study period. Students must be in their place of study by 7:30 except that they may go to and return from the library quietly at any time or, if they wish to return to their rooms during study period from a place where they have finished using special facilities, they may do so. A student must sign up with her counselor when she wishes to study in any place other than her room.

DORMITORY REGULATIONS

Classrooms, except those where materials for certain subjects are kept, should be used only by groups during closed study. Students may not sit at a faculty member's desk and rooms must be left in order.

Counselors are allowed to spend closed study hall in another Senior's room provided that there are no more than two girls in a two-girl room or three in a three-girl room.

3. Making Up Closed Study

Students who make up closed study in the afternoon in order to have an evening permission must leave with the Dean a statement giving the hours and place of study. Closed study may be made up before 7:30 p.m. in the library, the music building, or a classroom.

Students who have made up supervised study hall must leave a signed statement to that effect in the *IN* basket before 7:30 p.m.

Girls who have a B+ average for the preceding quarter or semester are excused from all formal making-up of closed study.

Girls who have a B average for the preceding quarter or semester are excused from formal make-up of closed study for all college-sponsored functions.

- B. Do Not Disturb: This sign is given to each girl and *must not be crossed* except by a teacher, a counselor on official business, or an Honor Council member. *Any student violating this rule will be called before the Hall Council.* Students are warned to use this sign only for sleeping, studying, or legitimate privacy.

DORMITORY REGULATIONS

C. Night off Hall. 1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with both counselors concerned.

2. Counselors are allowed to exchange rooms with the counselor of another hall for the entire night during the week for study purposes, provided that there are two counselors left on each hall, and that one of these counselors room on that hall.

D. Girls returning to the dormitory after closing hours may be admitted *only* by a member of the faculty, a hall counselor, or a hall representative.

E. ROOM REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times.
- b. Students must not deface walls or furniture. Anyone violating this rule will be assessed for the damage done. Do not use tacks or scotch tape on the walls.

2. Hall Regulations

a. Underclassmen:

1. Monday through Friday and Sunday
(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)
10:00 p.m.—Be on own hall.
10:15 p.m.—Be in own rooms.
10:30 p.m.—Lights out if not studying.*
11:00 p.m.—All lights out.

DORMITORY REGULATIONS

2. Saturday

11:00 p.m.—Be on own hall and quiet.

11:30 p.m.—Lights out.

b. Upperclassmen:

1. Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday).

10:00 p.m.—Be on own hall and quiet. (unless dating).

11:00 p.m.—Be in own rooms.

2. Saturday

12:00 M—Be on own hall and quiet.

12:30 a.m.—Be in own rooms.

* Sophomores may keep their lights on until 11:00 p.m. on Sunday nights—Freshmen have lights out.

F. LATE LIGHTS

a. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 6. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; the total time per month must not exceed 4 hours for Freshmen and 6 hours for Sophomores; no late light must last beyond 12:00 midnight.

b. Underclassmen attending dances, concerts, *etc.*, must have lights out thirty minutes after returning.

DORMITORY REGULATIONS

G. FIRE DRILLS

The signal for fire drills is the siren and a series of short rings of the bell.

Girls on Halls:

1. Turn on lights.
2. Close windows.
3. Take towel (bath) and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. Line up according to halls and count off when signal is given by captain (to see that everybody is out).
8. Return to hall at signal of siren.
9. *Quiet must be maintained during the whole drill.*
10. *Post these rules in your room immediately.*

For Fire Protection reasons the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of Coke bottles, luggage etc., at all times.

H. GUESTS

1. Students may have guests for the week-end provided there is a vacant place available for each guest. Register guests in Dean's Office in the guest book. During Friday night closed study, guests are asked to stay in the parlor or library rather than the dormitories.

DORMITORY REGULATIONS

2. Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.
3. Guests must observe regulations of the college including chapel attendance.
4. Permission for guests in the dining room may be obtained from the Dean's office. Guests are to be signed up on meal list.

III. GENERAL CAMPUS REGULATIONS.

A. DATES ON CAMPUS.

Comply with hours on pages 36 and 38.

B. Meals

1. Breakfast Monday-Friday is compulsory for all students.
2. All meal cuts and reservations must be signed for 24 hours in advance.
3. *Upperclassmen* have unlimited meal cuts Monday-Friday.
Sophomores have 4 meal cuts Monday-Friday.
Freshmen have 3 meal cuts Monday-Friday.

Reservations	Cancellations
1. Saturday breakfast through Sunday breakfast.	1. Any weekly meal cuts.
2. Upperclassmen Friday dinner.	2. Sunday dinner and Sunday supper.

4. Upperclassmen in groups of 4 or more may go to the Little Store for Sunday night supper.
5. Counselors may go to the Little Store for breakfast on Sunday.
6. When a student files special permission she automatically receives meal cuts for those meals she misses. This also applies to weekend permissions.

GENERAL CAMPUS REGULATIONS

C. ATHLETICS

1. Athletic Association

Every girl belongs to one of the athletic clubs. Sigma or Mu. The four officers, the president of the Letter Club, and the two Physical Education instructors make up the Athletic Board. This Board plans the year's program of extra-curricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports. As these sports are carried through the year, teams are chosen and tournaments are played. Individual girls are given points for making teams or placing in tournaments. Also points are given to the athletic club whose members win a tournament.

At the end of the year the Athletic Board makes awards as follows:

- a. The athletic club receiving the highest number of points gets the plaque that is presented each year to the winning club.
- b. The three individual girls making the highest number of points during the year receive the highest athletic award.
- c. The most outstanding girl in each major sport receives an award.
- d. Girls making one all-star team are presented with a star.
- e. A girl is eligible for Letter Club when she makes two all stars in two different sports, one all star and one hundred points, or no all stars and two hundred points.

2. Tennis

- a. The front tennis courts may not be used on Sundays or Good Friday.

GENERAL CAMPUS REGULATIONS

- b. Students are asked to use the covered ways, not to cross the front campus, when going to and from the courts in shorts or gymnasium suits.
- c. Students may not wear hard-heeled shoes, bathing suits, or halters on the courts.

3. Swimming

- a. Students wishing to go swimming must be accompanied by a Senior Life Saver.
- b. Groups of students may use the pool during the afternoon whenever they do not interfere with a swimming class.
- c. The pool also may be used from 9:30 to 10:00 p.m.
- d. Suits and towels are supplied, but each student must have her own bathing cap.
- e. Any student using the pool is subject to the general rules of behavior posted in the pool room.
- f. NO ONE IS ALLOWED TO SWIM ALONE.

4. General

- a. Students wishing to ride horseback should see the gym instructor.
- b. Students sign out on the town sheet for bowling, golf, and horseback riding.

D. DANCES

1. College Dances

- a. *Class presidents and other students who have duties connected with planning a dance must not make commitments about*

GENERAL CAMPUS REGULATIONS

choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.

- b. To attend college dances, visiting girls must have permission from the chief dance marshal and the president of the group giving the dance.

E. SMOKING

1. Students may smoke in their own dormitory rooms if they have adequate ash trays and metal waste baskets.
2. Students may smoke in the Hut, and in the music studio of any teacher who so permits.
3. STUDENTS MUST NOT SMOKE IN BED.
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.

F. TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00-8:30 a.m.	9:30 a.m.-12:55 p.m.	9:00-10:30 a.m.
10:50-11:00	1:30-5:55	12:15-12:55 p.m.
1:30-1:45 p.m.	6:30-10:10	3:30-5:00
3:45-5:55		6:30-10:10
6:30-7:25		
9:30-10:10		

GENERAL CAMPUS REGULATIONS

1. Only seniors may call out during study hall.
2. No calls are put through to the dormitories until 9:30 a.m. on Saturdays.
3. No student may call out during Sunday Quiet Hour.
4. *No call should be over three minutes long.*
5. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
6. Long distance calls must be made before 10 p.m. and only on pay telephones.
7. Special telephone permissions must come from the Dean.
8. *There is no night operator on duty between 10:10 p.m. and 8:00 a.m.* the only line being to the Dean's office. Therefore students are expected to inform parents and friends that dormitories can not be called between these hours.
9. When the switchboard is off, parents may call the Dean, the President, or the infirmary if *emergency necessitates*.
10. No calls from hall to hall within a dormitory.
11. No dormitory to dormitory calls between 9:30-10:10 p.m.
12. Do not use telephone from 7-8 p.m. on Friday, Saturday, or Sunday.
13. Do not call 1st East Wing from 5-6 p.m. as this telephone must be kept free for pages.

GENERAL CAMPUS REGULATIONS

G.

MARSHALS

Chief Marshal

Molly Cooper

Marshals

{ Martha Pat Bell
Jean Lippels
Ann Osterman
Susan Poe
Jo Ann Rochow

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before commencement. The marshals take the offering in chapel, lead chapel lines, act as ushers at entertainments in the auditorium, and in general maintain order at all student body gatherings.

H.

CHAPEL AND ASSEMBLY

1. Chapel services are on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend and take her assigned place. Students must wear Chapel caps.
2. On Sundays at 10:40 a.m. and 5:15 p.m. students assemble in classrooms before going to Chapel.
3. Students should maintain a spiritual atmosphere in Chapel.
4. Student Assembly is in the auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.

GENERAL CAMPUS REGULATIONS

5. Proctors, appointed by the Chairman of the Hall Council, report absences and tardies from Chapel and Assembly. A proctor who fails to report absences receives demerits.
6. Tardiness to Chapel and Assembly is penalized with demerits.
7. Students must not take books, paper, pencils, newspapers or mail into assembly or chapel.
8. Students should refrain from talking or knitting during concerts or assembly.

I. INFIRMARY

1. Except in emergency, the infirmary is open only during the following hours:

7:30 a.m.-1:00 p.m.

1:30-2:00 p.m.

4:00-6:00 p.m.

6:30-7:30 p.m.

9:30-9:45 p.m. (*only if necessary*)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a *faculty or staff member*.

2. Parents will be notified of a student's admission to the infirmary if illness is of more than short duration. If severity of the condition requires it, notification will be made immediately.

GENERAL CAMPUS REGULATIONS

3. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
4. Any student too sick to attend classes must go to the infirmary. If infirmary is closed, see the Dean.
5. Students may not have their books and papers in the infirmary under 48 hours without special permission from the nurse.
6. *Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.*
7. Students missing morning classes on account of sickness must remain in the infirmary until 12:45 p.m.; afternoon classes until 5:45 p.m.
8. *Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.*
9. Students leaving church, classes, assemblies, and concerts in the auditorium on account of sickness must report to the infirmary immediately.
10. Parents and friends visiting in the infirmary are requested to observe the following visiting hours:

11:00 a.m. to 12:30 p.m.

4:00 to 5:30 p.m.

6:30 to 7:30 p.m.

GENERAL CAMPUS REGULATIONS

J. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. Names of students who have overdue books, or who owe library fines, are posted each morning on the library bulletin board in the east covered way for resident students, and on the day students' bulletin board for the day students. Students are expected to consult these bulletin boards *each morning*, and, when their names are posted, to report to the librarian that same day at their first opportunity. Failure to do so subjects the student to Hall Council penalty.
3. When the student body is attending an evening program, reserve books may be taken out 15 minutes before assembly.
4. The following library offenses are dealt with by the Honor Council:
 - a. Taking a *reference* book from the library.
 - b. Taking a book from the library *without leaving its signed card*.
 - c. *Mutilation* of any library property, such as marking in books, clipping newspapers, or defacing furniture.
5. During the first week of college, all students are required to read posted library regulations.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-1:00 p.m.
Saturday.....10:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store.
4. Parcel post and express may be sent out and received when the store is open.
5. All money (except a small amount of change) should be deposited in the college bank.

B. POST OFFICE

1. Stamps are sold Monday-Friday, 8:00-8:25 a.m. and 1:30-1:45 p.m. and Saturday, 10:00-12:15 p.m.
2. Mail comes in at 7:25 a.m., 10:30 a.m., and 5:30 p.m.
3. Mail leaves at 8:00 a.m. and 3:45 p.m.

C. THE RECREATION HUT

1. Suppers, picnics and meetings may be held in the Hut provided permission is granted by the Dean in advance.
2. Students may date in the Hut during afternoon dating hours and Friday and Saturday nights provided two or more couples are present and provided the Hut has not been engaged for any college activity.

SPECIAL SPOTS

3. Users must sign in advance the Hut Calendar in the Dean's office.
4. Users check in with parlor hostess after dating Friday and Saturday nights.
5. Users of the Hut must leave it clean and orderly.

D. SUN PORCH REGULATIONS*

1. No food, bottled drinks, or smoking.
2. No standing on the rail.
3. *Only thirty girls* on the porch at one time.
4. *Reasonable quiet* necessary.
5. Articles brought on roof must be taken back to owner's room.
6. Rooms passed through must not be disturbed.
7. Girls must sign up on the chart in the covered way.
8. Staying limit: one hour in one day.
9. Sun porch may not be used during examination week, Sundays, or Good Friday.
10. Doorways and windows are not used for sunbathing. The sunporch is available for that purpose.

* Sunburn does not excuse a student from class preparation, attendance, or participation.

SPECIAL SPOTS

E. HOLT AND PENICK KITCHENS

1. Girls who cook in Holt or Penick kitchens must sign up, giving the times at which they started and finished.
2. Penick kitchen is for seniors only.
3. Girls *must* leave the kitchens in order.
4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
5. Kitchens (except the refrigerator) may not be used during the whole examination period (first or second semester) or during commencement.

V. CAMPUS AIDS

1. For train and plane reservations please see Miss Jordan.
2. For lost and Found articles and room equipment please see Mrs. Callahan.
3. The college laundry provides weekly service for linens and simple clothing.
 - b. No provision is made for fine laundry.
 - c. Each girl is allowed an average of \$2.00 a week for laundry.

SPECIAL SPOTS

VI. MISCELLANEOUS

1. Students are responsible for reading the bulletin board notices every day.
2. Personal notices should be answered either immediately or at the time specified.
3. Do not chew gum on any part of the campus except in the dormitories.
4. Old girls have room preference until March 1.

OFF-CAMPUS REGULATIONS

VII. TOWN PERMISSIONS & DATING

A. A town permission is taken when any student leaves campus for any length of time that exceeds an hour. For underclassmen dates are counted as town permissions.

B. UNDERCLASSMEN

Weekdays	Saturday	Sunday
a. Town permission 11:00-6:00 or 6:30 if in group of four taking a meal cut.	a. Town permission 9:00 a.m.-6:00 p.m. or 6:30 if in group of four taking a meal cut.	After church until 5:00 p.m. Sophomores in groups of four may go to the Little Store until 7:00 p.m.
b. Dating 5:00-6:00 p.m.	b. Dating 12:30-11:00 Sophomores may single date until 7:00 p.m.	

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.
4. Underclassmen must sign out whenever they leave campus.
5. Underclassmen may single date on Saturday afternoons until 6:00 and on Sunday afternoons until 5:00. After these times they must be accompanied by an upperclassman and her date or a U.D.L.† girl and her date.

OFF-CAMPUS REGULATIONS

6. Every returning sophomore will be put on the U.D.L. after the first 6 weeks of school unless there is a special conduct reason for her being kept off.
7. Two or more underclassmen may go downtown together in the afternoons.
8. Three or more underclassmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by an upperclassman.
9. Two or more underclassmen may go out on Sunday afternoon after church until 5:00 p.m.
10. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m.
11. Dates count as town permissions for underclassmen.
12. An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.
13. An underclassman must sign in and out with an upperclassman or U.D.L.† The upperclassman may go out again until 12:00 m.
14. Underclassmen may get special permission from the Dean to date with day students.

Underclassmen's Date List, compiled by the Dean.

OFF-CAMPUS REGULATIONS

C.

UPPERCLASSMEN

Weekdays	Saturday	Sunday
a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of four taking meal cuts.	a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.	After church until 5:00. 6:00-11:00 p.m.
b. Dating Mon.-Thurs. 5:00- 6:00 p.m. (Seniors may date until 7:30 p.m.) Friday-after class until 11:00 p.m. (Juniors may not date on Friday night until 1st quarter grades are in.)	b. Dating After classes until 12:00 m. (12:30 for formal dances)	

Upperclassmen:

1. have unlimited town permissions.
2. sign out when they plan to be absent after 6:00 p.m.
3. will be allowed to stay out with her parents or friends of her parents on Saturday night until 11:00 p.m.
4. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other weekend may sign out until 11:00 p.m.

OFF-CAMPUS REGULATIONS

D. General Regulations

- a. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.
- b. Girls must not go into hotels unchaperoned except by special permission from the Dean.
- c. There must be at least two St. Mary's girls at a fraternity house. All fraternity houses must be approved by the Dean.
- d. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.
- e. **Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.**
- f. There will be no signing out until 6:00 p.m. for upperclassmen. A student must sign out if she plans to return to college after 6:00 p.m.
- g. Little Store (neighborhood stores and lunch counters)
 - 1. Students may go to the Little Store on Saturday for any meal.
 - 2. Students may go to town and to the Little Store on the same day.
 - 3. See Meals, page 23.

OFF-CAMPUS REGULATIONS

h. The following lists are posted in the covered way.

1. Places on and off limits.
2. Approved hostesses in Chapel Hill.
3. Approved fraternities.

E. PERMISSION SLIPS

- a. Students must file a slip with the Dean for any permission which involves overnights, missing a meal at college, (except on Saturday or when taking a weekday meal cut), attending a dance with late permission, or attending a cabin party.
- b. Underclassmen must also file a slip for any permission which involves going out of town.
- c. Special permission slips for weekday absences must be taken to the Dean's office for approval.
- d. Special permission slips for Saturday must be filed by 1:00 p.m. Friday; for Sunday by 1:00 p.m. Saturday. Students receiving late invitations may go to the Dean's office during office hours or to the parlor on Sunday after morning services for permission.
- e. Slips for overnight permissions must be filed in the Dean's office by 1:00 p.m. two days before the student's departure.

Parental permission and hostess invitation should be attached. Points are given if these are late.
- f. A written *permission* from parents releasing the college from all responsibility is required for students to ride out of Raleigh in privately operated cars on long trips.

OFF-CAMPUS REGULATIONS

- g. A student may not ride in a car with a date unless she has filed a parental permission to ride outside of Raleigh only to and from specified designations.
- h. See pg. 18 for information on making up closed study hall.
- i. Telephone invitations for taking weekends must be given directly to the Dean's Office.
- j. Students must have flying permission from their parents to take a plane from Raleigh or returning to Raleigh except from their own homes. Special permissions are required for non-commercial planes.
- k. No presigned or blanket permission from parents are accepted as routine, except flying in commercial planes.

VIII. WEEK-END ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

1. DEFINITIONS:

Week ends begin after classes on Friday and end Sunday at 10:00 p.m. Seniors long weekends begin after classes on Thursday and end Sunday at 10:00 p.m. Weekends may not be divided.

Short Saturday nights begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.

Extended Saturday nights begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.

Senior short Friday nights begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend and it cannot be taken on a closed weekend.

One Junior weekend may be used first semester.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

HOLIDAYS

A student who overstays her permission may not be allowed to return. For every day missed before or after a vacation, one day will be subtracted from a week-end or overnight privilege and the student receives double zeroes for each class missed.

WEEK-END ABSENCES — QUOTA

a. Seniors

1. First semester:

2 week ends

2 extended Saturday nights

unlimited short Saturday nights

2. Second semester:

1 long week end

2 week ends

1 extended Saturday night

2 short Friday nights (can only be taken by Seniors having a B average for the preceding quarter)

Unlimited shorts

WEEK-END ABSENCES — QUOTA

b. Juniors

1. First semester:

2 extended Saturday nights

4 short Saturday nights

2. Second semester:

2 week ends

3 extended

2 short Saturday nights

c. Commercial

Commercial students have Junior privileges with one exception. Those who have previously attended one year of college receive one weekend first semester.

d. Underclassmen

1. First semester:

1 extended

3 short Saturday nights

2. Second semester:

2 week ends

3 short Saturday nights

4. GENERAL

- a. A student's quota of overnight absences may be diminished if health or her academic record makes such a step advisable.

WEEK-END ABSENCES — QUOTA

- b. No one may be away from the college over night without permission from the Dean, written permission from her home, and a written invitation from her hostess.
- c. With permission from the Dean, a student may take a week end or a long week end on campus. During this time she is excused from her classes but not from weekday or Sunday chapel services or required programs. A student who is campused may not take a week end on campus.
- d. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations.
A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh.
When college is in session, students may *under no circumstances* attend parties in the vicinity of Raleigh that have not been approved by the Dean.
- e. On the night of a St. Mary's dance, *no student may take a parents night in Raleigh.*
- f. No week end or extended Saturday night is granted on orientation week end, May Day (until after the pageant). Underclassmen must continue to remain at college for the four supervised study halls on Saturday.

WEEK-END ABSENCES — QUOTA

- g. Absences on successive week ends are not advised for student whose work is not thoroughly satisfactory.
- h. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
- i. A student returning late or going to the infirmary *because of fatigue* on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and receive zero for each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

5. PARENT'S NIGHT

- a. The parents of a student may take their daughter, no others, spend the night in Raleigh or the immediate vicinity of Raleigh.
- b. When a student takes a parent's night in order to attend a social activity in the vicinity of Raleigh, the absence counts as a school Saturday night.
- c. A student may spend the night away from Raleigh in a neighboring town with her parents or with an approved hostess only she is going to stay the full time away from Raleigh.
- d. Students planning to take a parent's night file an over-night permission slip. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
- e. Students taking a parent's night must return in time for class otherwise by 10:30 a.m.

WEEK-END ABSENCES — QUOTA

OFF-CAMPUS DANCES

- a. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
- b. Upperclassmen may secure late permission for approved dances on Friday nights. Those not having Friday night dating privileges must count such a permission as a short Saturday night.
- c. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a week end for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
- d. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays, Wednesdays, and Fridays.
2. Day students whose grades put them on the study hall list are required to study in the study hall or the library during their free periods.
3. Day students may not go to dormitory rooms during class hours or meal hours except when accompanied by a resident student or to see a resident student or teacher.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission if she has not completed her schedule for the day.
5. Day students who are campused during the week are required to be at college from 8:30 a.m. to 3:45 p.m. These students may leave campus from 1:00 to 1:45 p.m. in order to eat lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in a signed statement saying that they have made up their campus for the day. These statements will be checked by a student government official. Students will receive demerits for failure to hand in these statements.

DAY STUDENTS

ACADEMIC REGULATIONS (see page 51)

ABSENCES

1. Day students have the same quota of absences as resident students. Permission to take an absence (other than for illness or unforeseen emergency) must be secured in advance.
2. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from one of her parents. The excuse must state the exact period covered by the absence. Each day the student fails to bring this excuse she will be penalized. This excuse may be left on the Dean's desk or put in her box in Smedes.
3. Day students who are absent from class without permission or acceptable excuse will not only receive zero on the work missed but be subject to disciplinary action.
4. Before classes begin, day students should notify the Dean when they find that they will be absent.
5. Tardies—see pg. 54.

COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.
2. *Day students are requested to ask their parents and friends not to telephone them at the college.* In case of emergency parents may get in touch with them through the Dean. While classes are in session day students may make outgoing calls from West Rock or any other convenient dormitory. During lunch hour and after 3:45 p.m. they may use the telephone in the housekeeper's office.

DAY STUDENTS

E. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. Day students have the same week-end privileges as resident students (See page 45).
3. Day Students taking a weekend must file a parental permission in the Dean's office in advance. They do not file a weekend slip.

F. DAY STUDENTS' ROOM

1. Day students may smoke on the campus in the day students' room and wherever resident students may smoke.
2. Quiet must be observed in the day students' room.
3. Day students' room must be kept neat at all times.

G. PARKING

Day students should be careful not to park cars where they will block traffic or beside "No Parking" signs.

Day students should not park directly in front of Smedes.



IX: ACADEMIC REGULATIONS

GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A+: 97-100	B+ 87-89	C+ 77-79
A: 94-96	B 84-86	C 74-76
A-: 90-93	B- 80-83	C- 70-73

D: 65—69

F: 64 or below

Students entering more than four weeks late may not receive credit for the semester.

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Students who do not meet acceptable academic standards will not be allowed to return to college the following year.

ACADEMIC REGULATIONS

There are no re-examinations with the following exceptions: Sophomores and Seniors in their second semester will be allowed a re-examination in a subject if they have a passing average for the two quarters (65 or above) and make an "F" on the final examination with a numerical equivalent of more than 45.

2. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C— on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. Averages are computed on the grades of the credit courses only.

First and third quarters honor roll based on quarter grades.

Second and four quarter honor roll based on semester grades.

Year honor roll based on the two semester grades.

3. REPORTS

Reports are sent to parents and guardians every two months.

4. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year unless by faculty recommendation.

ACADEMIC REGULATIONS

CLASS ABSENCES

More than 10 absences during a semester bars a student from the final examination in a 4-hour course; more than 8 in a 3-hour course; more than 5 in a 2-hour course; more than 3 in a 1-hour course.

More than 4 *unexcused* absences for a 4-hour course; more than 3 *unexcused* absences for a 3-hour course; more than 2 *unexcused* absences for a 2-hour course; more than 1 *unexcused* absence for a 1-hour course, each semester, bars a student from final examination. (In some cases permissions to take the examinations may be secured from the Academic Standards Committee.)

Unexcused absences are those not excused by the Dean or the physician.

The penalty for absences before or after holidays is doubled. In case of severe illness or serious emergencies, the Absence Committee will determine the penalty.

MAKE-UP WORK

Students who miss work through illness or family emergencies are required to make up that work within a week of their return to classes. Whenever this rule may work an undue hardship on the student, it is her responsibility to make a mutually satisfactory arrangement with each teacher concerned immediately upon her return to classes. Cases of protracted illness will be referred to the Academic Standards Committee.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

ACADEMIC REGULATIONS

7. CLASS TARDINESS

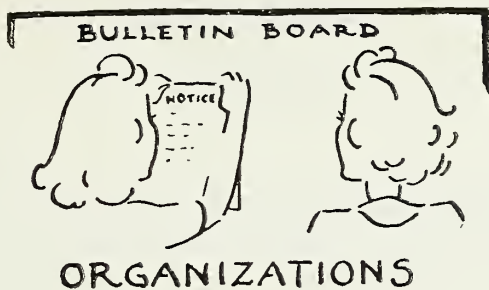
Being late to the same class three times in one quarter equals one unexcused absence.

Students late to class are penalized with demerits.

8. DEFICIENCY LISTS AND STUDY HALL

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's, or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.



I: HONORARY

The Order of the Circle

President
Secretary
Treasurer

Stuart Austin
Amelia Yancey
To be elected

"As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of co-operation among the students by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in college life and activities."

The Beacon

President

To be elected

"The Beacon is not a secret organization since the principal purposes are to promote among the high school girls a better school spirit, more cooperation, and participation in extracurricular activities."

ORGANIZATIONS

Letter Club

President

Dabney Johns

To create interest in college sports, to foster good sportsmanship, and to take charge of extra-curricular sports activities are the purposes of the Letter Club, the honor athletic society. Its members are those girls making two all-star teams or 100 points in any of the major sports.

Orchesis

President

Patricia Armstrong

Secretary-Treasurer

Hadley Morgan

Orchesis is the modern dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day pageant.

II EXTRA CURRICULAR ACTIVITIES

Altar Guild

President

To be elected

The Altar Guild, which has charge of preparing for chapel service, is composed of college students.

ORGANIZATIONS

Choir

Officers To be elected

Membership in the choir is open to any student. Members are expected to attend choir rehearsal regularly. The choir vests on Sunday and special festivals.

Glee Club

Officers To be elected

Glee Club members are chosen from the applicants by the director. The Glee Club presents two programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations.

Dramatic Club

Officers To be elected

The Dramatic Club is open to everyone at St. Mary's. Its members present several plays to the student body.

Canterbury Club

President Patsy Frank

The Canterbury Club is the young people's organization of the Episcopal Church. Students from the various colleges in Raleigh meet together for worship, study, and fellowship on Sunday nights. St. Mary's is always well represented at these intercollegiate meetings. Any student may join.

ORGANIZATIONS

Y. W. C. A.

President	Forrest Williams
Vice-President	Joanna Dayva
Secretary-Treasurer	Leslie Reddi

The Y. W. C. A. is an organization whose purpose is to help the need. The parties for the orphanage children, evening meditation service in the Chapel during exams, and the maintenance of the "rec room" are some of the activities of the "Y."

The Young Democrats Club

President	To be elect
Vice-President	To be elect
Secretary	To be elect
Treasurer	To be elect

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join.

The Young Republicans Club

President	To be elect
Vice-President	To be elect
Secretary	To be elect
Treasurer	To be elect

The YRC was formed to give students a chance to learn both sides of political questions. Any student may join.

ORGANIZATIONS

The Granddaughters' Club

cers

To be elected

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's.

The Doctors' Daughters' Club

ident

To be elected

e-President

To be elected

etary-Treasurer

To be elected

Girls whose fathers are doctors make up the Doctors' Daughters' Club. Their aim is to help those people who are less fortunate than ourselves.

STUDENT PUBLICATIONS

There are four student publications at St. Mary's: the *Stage Coach*, the *Bulletin*, the *Belles*, and the Handbook. The *Stage Coach* is the annual given out each year on Class Day. The *Bulletin* is the literary magazine, published in December and June. The *Belles* is the semi-weekly newspaper. The Handbook is the manual of the Student Government Association.

The publications staffs are chosen from the college at large by the teachers and the faculty advisers on the basis of writing ability in competitive trials at the beginning of each year. Girls are urged to try out for the staffs.

ORGANIZATIONS

At the end of each year the three newly elected editors, the business manager, and outstanding members of the staff are awarded keys to the quality and dependability of their work.



NECESSITIES

We wear hats and conservative dresses or suits to church. Suitable shoes or suits with gloves are necessary for concerts. For classes bring pens and plenty of skirts, sweaters, and blouses. To dinner we "freshen up"—change from the skirt and sweater we have worn all day to a new outfit and flats.

Raincoat and a coat to wear around campus on chilly days are indispensable.

A warm bathrobe and soft-soled slippers are essential.

Bring blue-jeans or Bermuda shorts and a big shirt for picnics and long hours.

Shirt hangers, sweater stretchers, shoe bags, and a whiskbroom are helpful.

NECESSITIES

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets (two's plenty) and a quilt or comfort.

One pillow.

Sheets and pillowcases—six as a minimum.

One pair of bedspreads.

Towels.

Bathing cap.

Alarm clock—imperative for each room!

Tennis racquet and shoes.

Study lamp.

Laundry bags — at least two.

Hot water bottle.

Flashlight.

NONESSENTIAL BUT NICE

Rubber boots.

Cellophane or cloth evening dress bag.

Sewing box.

Backrest.

Radio.

Record player.

NECESSITIES

REQUIRED

Six white dinner napkins to donate to the dining room.

One white towel and one tennis ball to donate to the Physical Education department.

A flashlight.

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SCHOOL SONGS

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

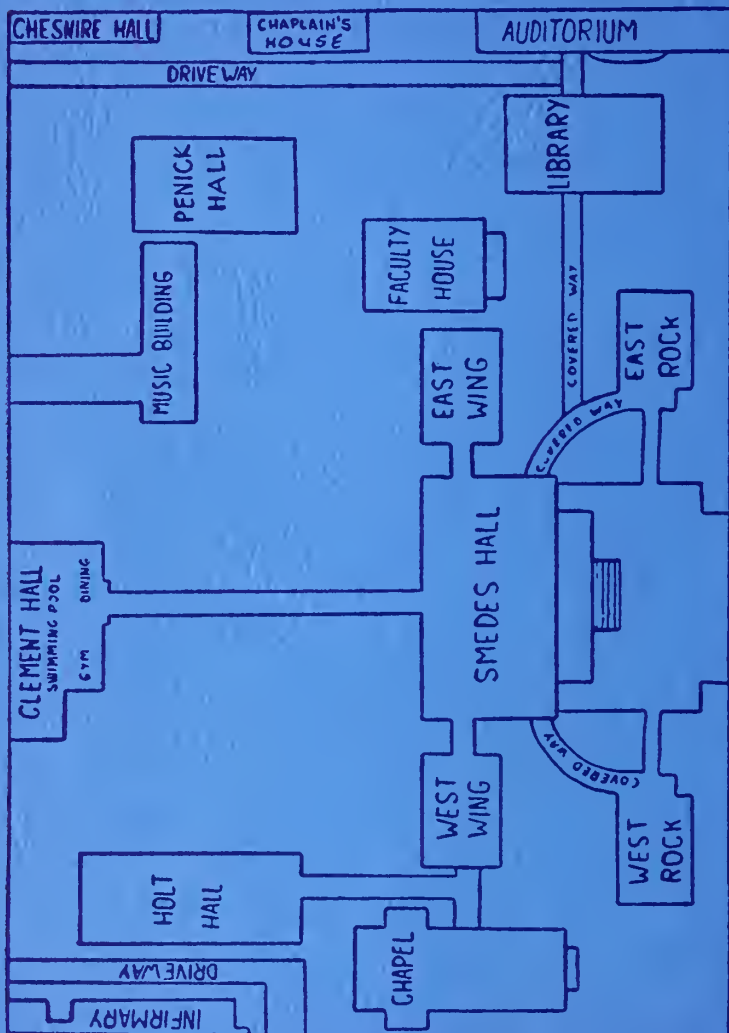
Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.

BRING THIS BOOK WITH YOU



ST. MARY'S JUNIOR COLLEGE
BULLETIN

Handbook Issue



1961-1962 Session

Vol. 50, No. 5



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1961-1962

Edited for

Student Government Association

By Margaret Midyette

ST. MARY'S JUNIOR COLLEGE BULLETIN

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July, 1961

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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

9:00 A.M. — 10:30 A.M.

11:00 A.M. — 1:00 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

CALENDAR

1961

- September 5-8, Tuesday-Friday.....Registration of day students.
- September 11-14, Monday-Thursday....Registration of boarding students;
testing; matriculation of all students.
- September 15, Friday.....First semester classes begin.
- October 25, Wednesday.....Annual meeting of the Board of Trustees.
- November 22-26.....Thanksgiving holiday begins at 1:00 P.M.
Wednesday and ends at 10:00 P.M. Sunday.
- December 20, Wednesday.....Christmas vacation begins at 12:30 P.M.
Thursday class schedule is followed.

1962

- January 3, Wednesday.....Resident students report by 10:00 P.M.
- January 22-26.....First semester examinations.
- January 29, Monday.....Second semester classes begin.
- April 18, Wednesday.....Spring vacation begins at 12:30 P.M.
Thursday class schedule is followed.
- April 25, Wednesday.....Spring vacation ends, 10:00 P.M.
- May 5, Saturday.....Alumnae Day and May Day.
- May 19-24.....Second semester examinations.
- May 25, Friday.....Commencement Play
- May 26, Saturday.....Class Day and Commencement Concert.
- May 27, Sunday.....Baccalaureate, 11:00 A.M.
- May 28, Monday.....Commencement, 10:30 A.M.

The dining room is closed at all scheduled vacation periods.



Dear New Girls,

The old girls wish to welcome all of you to St. Mary's! We are looking forward to your arrival and to many new friendships.

The life you are about to enter into will naturally seem a little strange. It will be a new and different life because there will be new regulations and traditions to learn and a whole new set of friends. However, you will soon find that St. Mary's has an atmosphere of friendliness that is found in all old girls, faculty, and staff; and these people are here to help you to feel a part of St. Mary's. We are sure that in a very short time you will love St. Mary's as much as we do.

The first week of school, Orientation Week, is planned especially for you. There will be parties, and picnics, in order to give you a chance to know faculty and students. Your "big sisters" and counselors will always be on hand to help you with any problems and answer any questions about meal cuts, sign-out sheets, "the little store," dating, or anything else.

Upon arriving at St. Mary's you will become a member of the Student Government Association. This organization has been built on a strong foundation of 119 years of St. Mary's honor. We are very proud of this organization. It is the responsibility, however, of every girl to uphold the principles at all times and to regard its functions with respect.

WELCOME

No student government can be successful without the support and interest of every girl. This is your responsibility, and one of which you must be constantly aware from your first day at St. Mary's until the day you leave.

What you derive from your life at St. Mary's depends upon your attitude toward its ideals and your participation in its activities. Throw yourself wholeheartedly into your studies and the extracurricular activities that interest you most, and the results will be amazing. Be friendly to everyone, and make lasting friendships with those girls with whom you have similar interests and ideas. You will find it necessary to budget your time in order to get in all you want to do. Your counselors and faculty adviser will be glad to help you with this budget.

Give your best to St. Mary's, and you will grow to respect and love her as we and the many girls who have been here before us do.

Sincerely

CORNELIA HINES, *President*

Student Government Association.

CUSTOMS AND TRADITIONS

At St. Mary's, as at all other colleges, it is upon customs and traditions that the coordination of the student body and the cultivation of school spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed, especially the two great festivals of Christmas and Easter. After various pre-Christmas celebrations, we spend the holidays at home. The choir gives a chapel service devoted to the Christmas spirit.

The Old Girl-New Girl party is one of the best-loved traditions. Dressed in semi-formal clothes, you'll meet the faculty; you'll be served refreshments by the marshals in long white dresses and you'll enjoy some college talent.

A great many of St. Mary's traditions are carried on by the senior class. These girls serve as hostesses in the parlor, greeting guests and assisting with paging duties. They are also hostesses in the dining room. Early in the morning of the day Christmas holidays begin, seniors sing Christmas Carols to the students and faculty. Every old girl acts as a Big Sister to a new girl. At graduation the Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's.

The freshmen and sophomores have a dance together, usually in February.

We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. One of the most beautiful parts of commencements is the "step-singing." Each class originates a group of songs and takes its turn singing them on Smedes Hall Steps.

There are a lot of little traditions at St. Mary's—the kicking post on the path to Hillsboro Street, which assures you that that special letter will arrive if you kick the post while passing by; the Little Store, where everyone goes for food, fun, and cokes; the Christmas parties, the fraternity serenades—a formal dinner in the dining room and a Christmas party; the athletic banquet given at the end of the college year to award the plaque to one of the athletic clubs, the Sigmas or Mus. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief and declares the session officially over.

We hope you'll grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Cornelia Hines
Vice-President	Betsy Nichols
Secretary	Nancy Heath
Honor Council Members	
Senior Class	Julia White, Nancy Heath
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Courtenay McDowell
Secretary of the Hall Council	Jane Brooks
President of the Day Students	Dabney Johnston

OTHER CAMPUS OFFICERS

Chairman of Assembly	Nanne Chalgren
Chairman of Legislative Body	Winston Conner
Editor of the Handbook	Jody Blackwell
Editor of the <i>Stagecoach</i>	Mary Bryan Pitt
Editor of the <i>Belles</i>	Ann Niemeyer
Editor of the <i>Muse</i>	Mary Jane Deadwyler
Chief Marshal	Erwin Parrott

Athletic Association: Sigma and Mu Clubs

Sigma

President	Dabney Johnston
Vice-President	Penny Ives

Mu

President	G. G. Canada
Vice-President	Anne MacKinney

HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This is mandatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. Furthermore a student is on her honor not to leave campus without permission.

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

HONOR CODE

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR
KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

I. STUDENT GOVERNMENT COUNCILS

A. HONOR COUNCIL

1. The Honor Council is composed of the President, Vice-President, and Secretary of Student Government, and two representatives of the senior class, two of the junior class, one of the underclassmen, one of the commercial students, and one of the day students.
2. The Honor council deals with the following offenses if they occur when the student is under the jurisdiction of the college. (A student is under the jurisdiction of the college when college is in session except when she is away from the vicinity of Raleigh in charge of her own parents.)

a. HONOR OFFENSES

- (1) Lying
- (2) Cheating
- (3) Stealing

b. OTHER OFFENSES

- (1) Leaving or remaining off campus without permission.
- (2) Any conduct of a nature to reflect seriously upon the reputation of the student or of the college.
- (3) Drinking

St. Mary's does not approve of the use of any alcoholic beverages.

A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body, to report herself. If she is not willing to accept this dual responsibility she does not belong at St. Mary's and may be expelled by the Student Government.

STUDENT GOVERNMENT COUNCILS

The specific rules of Student Government concerning the use of alcoholic beverages are those set forth below. Any violation of these regulations will incur the penalty of expulsion.

1. No alcoholic beverages are allowed on St. Mary's campus at any time.
2. No alcoholic beverages are permitted at any St. Mary's function occurring away from the school campus.
3. No girl is allowed to drink any alcoholic beverages while officially representing the school, either individually or as a member of a group.
3. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary, and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and two day student counselors.
2. The Hall Council has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Council.
3. The Disciplinary Committee of Hall Council deals with library offenses, and administers penalties for serious violations of student government regulations and of accepted standards of conduct.

STUDENT GOVERNMENT COUNCILS

4. For Hall Council offenses students receive demerits and campuses; accumulation of a number of demerits determined by the Hall Council subjects a student to a week's campus.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. It initiates, passes, or rejects student petitions regarding social and dormitory regulations.
3. For full details see the Constitution under Legislative Body.

POINT SYSTEM

(as set up by the Honor Council)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the Handbook.

Editor of the *Stage Coach*.

Editor of the *Belles*.

Editor of the *Muse*.

6 Points

Honor Council Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Legislative Body.

Chairman of Assembly Programs.

Chief Marshal.

POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Canterbury Club.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, *Stage Coach*.

Fire Captain.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

* Ex-officio members of any organization do not receive points.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.—Fri.	Saturday	Sunday
8:30 a.m.- 12:55 p.m.	7:00 a.m.- 12:30 p.m.	2:00- 3:30 p.m.
1:45- 5:00 p.m.	11:00 p.m.- 9:00 a.m.	7:30- 9:30 p.m.
7:00- 9:30 p.m.		10:00 p.m.
10:00 p.m.- 7:00 a.m.		7:00 a.m.

The above hours, except for the Sunday quiet hour and closed study period, must be observed as moderate quiet periods out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise has the right to request that the noise be stopped.

1. Monday-Saturday Quiet Hour

Reasonable quiet should be maintained during class hours, especially on lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m.-3:30 p.m.

b. A girl must spend the whole of quiet hour in one place; she may not move from room to room during this period. One who has been off campus and returns during this time must go to the library or remain in the parlor.

3. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so. A student must sign up with her counselor when she wishes to study in any place other than her room.

DORMITORY REGULATIONS

- c. Classrooms, except those in Cheshire, and the home economics laboratories may be used by students during closed study. Students may not use a faculty member's desk, and rooms must be left in order.

Counselors are allowed to spend closed study hall in another Senior's room.

4. Making Up Closed Study

- a. Students who make up closed study in the afternoon in order to have an evening permission must leave a statement giving the hours and place of study. Closed study must be made up before 7:30 p.m. in the library, the music building, or a classroom.
- b. Underclassmen who have made up supervised study hall must leave a signed statement to that effect in the *IN* basket before 7:30 p.m.
- c. Girls who have a B⁺ average for the preceding quarter or semester are excused from all formal making-up of closed study.
- d. Girls who have a B average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.

B. DO NOT DISTURB:

This sign is given to each girl and *must not be crossed* except by a teacher, a counselor on official business, or an Honor Council member. *Any student violating this rule will be called before the Hall Council.* Students are warned to use this sign only for sleeping, studying, or legitimate privacy.

C. NIGHT OFF HALL

1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with the counselor of another hall for the entire night during the week for study purposes, provided that each hall has two counselors and that one of these counselors rooms on that hall.

D. AFTER CLOSING HOURS

1. Girls returning to the dormitory after closing hours may be admitted *only* by a member of the faculty, a hall counselor, or a hall representative.

E. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. Any one violating this rule will be assessed for the damage done.

2. Hall Regulations

a. Underclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)

10:00 p.m.—Be on own hall.

10:15 p.m.—Be in own rooms.

10:30 p.m.—Lights out.

* 11:00 p.m.—All lights out.

* Sophomores may keep their lights on until 11:00 p.m. on Sunday nights—Freshmen have lights out at 10:30 p.m.

(2) Saturday

11:00 p.m.—Be on own hall and quiet.

11:30 p.m.—Lights out.

DORMITORY REGULATIONS

b. Upperclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday).

10:00 p.m.—Be on own hall and quiet. (unless dating).

11:00 p.m.—Be in own rooms.

(2) Saturday

12:00 M—Be on own hall and quiet.

12:30 a.m.—Be in own rooms.

F. LATE LIGHTS

1. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 6. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; the total time per month must not exceed 4 hours for Freshmen and 6 hours for Sophomores; no late light must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, *etc.*, must have lights out thirty minutes after returning.

G. GUESTS

1. Students may have guests for the week end provided there is a vacant place available for each guest. Register guests in Dean's Office in the guest book.
2. Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.
3. Permission for guests in the dining room may be obtained from the Dean's office. Guests are to be signed up on meal list.
4. Guests must observe regulations of the college including chapel attendance and dating rules.

DORMITORY REGULATIONS

H. FIRE DRILLS

The signal for fire drills is the siren and a series of short rings of the bell.

1. Turn on lights.
2. Close windows.
3. Take towel (bath) and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area.
8. Line up according to halls and count off when signal is given by captain (to see that everybody is out.)
9. Return to hall at signal of siren.
10. **Quiet must be maintained during the whole drill.**
11. **Post these rules in your room immediately.**

For Fire Protection reasons the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage etc., at all times.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Chapel services are on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend and take her assigned place. Students must wear Chapel caps.
2. On Sundays at 10:40 a.m. and 5:15 p.m. students assemble in classrooms before going to Chapel.
3. Students should maintain a spiritual atmosphere in Chapel.
4. Student Assembly is in the auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
5. Proctors, appointed by the Chairman of the Hall Council, report absences and tardies from Chapel and Assembly. A proctor who fails to report absences receives demerits.
6. Tardiness to Chapel and Assembly is penalized with demerits.
7. Students must not take books, paper, pencils, newspapers or mail into assembly or chapel.
8. Students should refrain from talking or knitting during concerts or assembly.

B. MARSHALS

Chief Marshal

Erwin Parrott

Marshals — Rosemary Adair, Jackie Baublitz, Winston Conner, Brook Davila, Marty Watkins.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before commencement. The marshals take the offering in chapel, lead chapel lines, act as ushers at entertainments in the auditorium, and in general maintain order at all student body gatherings.

C. DATES ON CAMPUS.

Comply with hours on pages 32 and 34.

GENERAL CAMPUS REGULATIONS

D. MEALS

1. Breakfast Monday-Friday is compulsory for all students.
2. All meal cuts and reservations must be signed for 24 hours in advance.
3. *Upperclassmen* have unlimited meal cuts Monday-Friday.
Sophomores have 4 meal cuts Monday-Friday.
Freshmen have 3 meal cuts Monday-Friday.

Reservations	Cancellations
1. Saturday breakfast through Sunday breakfast.	1. Any weekly meal cuts.
2. Upperclassmen Friday dinner.	2. Sunday dinner and Sunday supper.

4. Upperclassmen in groups of 4 or more may go to the Little Store for Sunday night supper.
5. Counselors may go to the Little Store for breakfast on Sunday.
6. When a student files special or week-end permission she *automatically* receives meal cuts for those meals she misses, and she must not sign the meal cancellation list.

E. SMOKING

1. Students may smoke in their own dormitory rooms if they have adequate ash trays and metal waste baskets.
2. Students may smoke in the Hut, and in the music studio of any teacher who so permits.
3. STUDENTS MUST NOT SMOKE IN BED.
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.

GENERAL CAMPUS REGULATIONS

F. TELEPHONE

The college switchboard is open in accordance with the schedule below.

There is no night operator on duty from 10:10 p.m. to 8:00 a.m. The only line is to the Dean's office. Therefore students are expected to inform parents and friends that dormitories cannot be called between these hours.

When the switchboard is closed, parents may call the Dean, the President, or the infirmary if emergency necessitates.

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00-8:30 a.m.	9:30 a.m.-12:55 p.m.	9:00-10:30 a.m.
10:50-11:00	1:30-5:55	12:15-12:55 p.m.
1:30-1:45 p.m.	6:30-10:10	3:30-5:00
3:45-5:55		6:30-10:10
6:30-7:25		
9:30-10:10		

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

- a. No calls are to be made from hall to hall within a dormitory.
- b. No dormitory to dormitory calls between 9:30 and 10:00 P. M.
- c.
 - (1) Do not call 1st. East Wing from 5:00-6:00 p.m. as this telephone must be kept free for pages.

GENERAL CAMPUS REGULATIONS

- (2) Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday.

2. Outgoing Calls

- a. Only seniors may call out during study hall 7:30-9:30 p.m.
- b. No student may call out during Sunday Quiet Hour.
- c. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
- d. Long distance calls must be made before 10:00 p.m. and only on pay telephones. Special telephone permissions must come from the Dean.

3. Incoming Calls

- a. No calls are put through to the dormitories until 9:30 a.m. on Saturdays.
- b. No calls to dormitories between 10:10 p.m. and 8:00 a.m.
- c. Students are not called out of class to receive calls.

G. INFIRMARY

1. Except in emergency, the infirmary is open only during the following hours:

7:30 a.m.-1:00 p.m.

1:30-2:00 p.m.

4:00-6:00 p.m.

6:30-7:30 p.m.

9:30-9:45 p.m. (*only if necessary*)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a *faculty or staff member*.

GENERAL CAMPUS REGULATIONS

2. Parents will be notified of a student's admission to the infirmary if illness is a long one. If severity of the condition requires it, notification will be made immediately.
3. If a girl stays in the infirmary during a Friday morning or afternoon she may not leave the campus until Saturday.
4. If a girl is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.
5. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
6. Any student too sick to attend classes must go to the infirmary. If infirmary is closed, see the Dean.
7. Students may not have their books and papers in the infirmary under 48 hours without special permission from the nurse.
8. *Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.*
9. Students missing morning classes on account of sickness must remain in the infirmary until 12:45 p.m.; afternoon classes until 5:45 p.m.
10. *Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.*
11. Students leaving church, classes, assemblies, and concerts in the auditorium on account of sickness must report to the infirmary immediately.
12. Parents and friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

GENERAL CAMPUS REGULATIONS

H. LIBRARY

1. Library hours:

Weekdays, 8:00 a.m.-9:45 p.m.

Sundays, noon-9:45 p.m.

2. Names of students who have overdue books, or who owe library fines, are posted each morning on the library bulletin board in the East covered way for resident students, and on the day students' bulletin board for the day students. Students are expected to consult these bulletin boards *each morning*, and, when their names are posted, to report to the librarian *that same day* at their first opportunity. Failure to report as well as failure to return an overdue book or pay a fine within one week subjects the student to a Disciplinary Committee penalty.
3. When the student body is attending an evening program, reserve books may be taken out 15 minutes before assembly.
4. The following library offences are dealt with by the Disciplinary Committee:
 - a. Taking a *reference* book from the library.
 - b. Taking a book from the library *without leaving its signed card*.
 - c. Taking a book from the reserve shelf without signing the green card and leaving it at the desk.
 - d. Mutilation of any library property, such as marking in books, clipping newspapers, or defacing furniture.
5. During the first week of college, all students are required to read posted library regulations.

I. DANCES

1. College Dances

- a. *Class presidents and other students who have duties connected with planning a dance must not make commitments about*

GENERAL CAMPUS REGULATIONS

choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.

2. To attend campus dances, visiting girls must have permission from the chief dance marshal and the president of the group giving the dance.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-1:00 p.m.
Saturday.....10:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store.
4. All money (except a small amount of change) should be deposited in the college bank.

B. POST OFFICE

1. Stamps are sold Monday-Friday, 8:00-8:25 a.m. and 1:30-1:45 p.m. and Saturday, 10:00-12:15 p.m.
2. Mail comes in at 7:25 a.m., 10:30 a.m., and 5:30 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 8:00 a.m. and 3:45 p.m. Monday through Saturday, and at 8:00 a.m. on Sunday.
4. Packages to be mailed and express must be taken to the Post Office: 11:00-1:00 p.m., Monday through Friday, and 9:00-10:00 a.m., Saturday.
5. Parcel post and express may be sent out and received during the store hours.

C. THE RECREATION HUT

1. Suppers, picnics and meetings may be held in the Hut, provided that permission is granted by the Dean in advance.
2. Students may date in the Hut during afternoon dating hours and Friday and Saturday nights provided that two or more couples are present and provided that the Hut has not been engaged for any college activity. The use of the Hut is not restricted to two couples.
3. Users must sign the Hut Calendar in the Dean's office and notify the housekeeper in advance.

SPECIAL SPOTS

4. Users check in with parlor hostess after dating Friday and Saturday nights.
5. Users of the Hut must leave it clean and orderly.

D. SUN PORCH REGULATIONS*

1. Sunbathing is restricted to the sunporch. Doorways and windows are not used for sunbathing.
2. Girls must sign up on the chart in the covered way when the Chairman of Hall Council has designated that the porch is open.
3. *Only thirty girls* on the porch at one time.
4. Staying limit: one hour in one day.
5. Sun porch may not be used during examination week, Sundays, or Good Friday.
6. *Reasonable quiet* necessary.
7. No food, bottled drinks, or smoking.
8. No standing on the rail.
9. Articles brought on roof must be taken back to owner's room.
10. Rooms passed through must not be disturbed.

E. HOLT AND PENICK KITCHENS

1. Girls who cook in Holt or Penick kitchens must sign the time they start and finish.
2. Penick kitchen is for seniors only.
3. Girls *must* leave the kitchens *in order*.

* Sunburn does not excuse a student from class preparation, attendance, or participation.

SPECIAL SPOTS

4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
5. Kitchens may not be used during the first or second semester examination period, or during commencement. (Exception: the use of the refrigerators.)

V. CAMPUS AIDS

1. For train and plane reservations please see Miss Jordan.
2. For lost and found articles and room equipment please see Mrs. Callahan.
3. The college laundry provides weekly service for linens and simple clothing.
 - a. No provision is made for fine laundry.
 - b. Each girl is allowed an average of \$2.00 a week for laundry.
 - c. A name tape must be sewn on every article being sent to the laundry.

VI. MISCELLANEOUS

1. Old girls have room preference until March 1.
2. Students are responsible for reading the bulletin board notices every day.
3. Personal notices should be answered either immediately or at the time specified.
4. Do not chew gum on any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Underclassmen must sign out whenever they leave campus.

A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are counted as town permissions.

Weekdays	Saturday	Sunday
a. Town permission 11:00-6:00 or 6:30 if in group of four taking a meal cut.	a. Town permission 9:00 a.m.-6:00 p.m. or 6:30 if in group of four taking a meal cut.	a. Single dating after church until 5:00 p.m.
b. Dating 5:00-6:00 p.m.	b. Dating 12:30-11:00 p.m. Sophomores may single date until 7:00 p.m. Freshmen may single date until 6:00 p.m.	b. Sophomores in groups of four may go to the Little Store until 7:00 p.m.

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.

OFF-CAMPUS REGULATIONS

4. Every returning sophomore will be put on the U.D.L. at the opening of school unless there is a special conduct reason for her being kept off.
5. For Saturday night dating during the first quarter, all underclassmen must sign out and in with an upperclassman or a person on the U.D.L. † The upperclassman may go out again until 12:00 p.m.
6. After the first quarter, underclassmen may double date Saturday night with girls of their own class.
7. Three or more freshmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by an upperclassman.
8. Sophomores are allowed to go out on Saturday nights in groups of four until 10:30 p.m. provided that one of these four girls is on the U.D.L.
9. An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.
10. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided that they double date after 6:00 p.m.
11. Two or more underclassmen may go out on Sunday afternoon after church until 5:00 p.m.
12. Two or more underclassmen may go downtown together in the afternoons.
13. Underclassmen may get special permission from the Dean to date with day students.

† Underclassmen's Date List, compiled by the Dean.

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
<p>a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of four taking meal cuts.</p> <p>b. Dating Mon.-Thurs. 5:00- 6:00 p.m. (Seniors may date until 7:30 p.m.) Friday-after class until 11:00 p.m. (Juniors may not date on Friday night until 1st quarter grades are in.)</p>	<p>a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.</p> <p>b. Dating After classes until 12:00 m. (12:30 for formal dances)</p>	<p>After church until 5:00. 6:00-11:00 p.m.</p>

Upperclassmen:

1. have unlimited town permissions.
2. must sign out when they plan to return to college after 6:00 p.m.
3. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00 p.m.
4. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

OFF-CAMPUS REGULATIONS

C. GENERAL REGULATIONS

1. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.
2. Girls must not go into hotels unchaperoned except by special permission from the Dean.
3. There must be at least two St. Mary's girls at a fraternity house. All fraternity houses must be approved by the Dean.
4. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.
5. Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.
6. Little Store (neighborhood stores and lunch counters)
 - a. Students may go to the Little Store on Saturday for any meal.
 - b. See Meals, page 23.

OFF-CAMPUS REGULATIONS

D. PERMISSION SLIPS

1. Students must file a slip with the Dean for any permission which involves overnights, missing a meal at college, (except on Saturday or when taking a weekday meal cut), attending a dance with late permission, or attending a cabin party.
2. Underclassmen must also file a slip for any permission which involves going out of town.
3. Special permission slips for weekday absences must be taken to the Dean's office for approval.
4. Special permission slips for Saturday must be filed by 1:00 p.m. Friday; for Sunday by 1:00 p.m. Saturday. Students receiving late invitations may go to the Dean's office during office hours or to the parlor on Sunday after morning services for permission.
5. Slips for overnight permissions must be filed in the Dean's office by 1:00 p.m. two days before the student's departure.

Parental permission and hostess invitation must be sent directly to the office of the Dean of Students. Telephone invitations for taking weekends must be given directly to the Dean's Office.

OFF-CAMPUS REGULATIONS

6. A *written permission* from parents releasing the college from all responsibility is required for students:
 - a. to ride out of Raleigh in privately operated cars on *long trips*.
 - b. to ride in a car with a date in Raleigh, and to and from specified designations.
7. See page 18 for information on making up closed study hall.
8. Students must have flying permission from their parents to take a plane from Raleigh or returning to Raleigh except from their own homes. Special permissions are required for non-commercial planes.
9. No presigned or blanket permission from parents is accepted as routine, except flying in commercial planes.

VIII. WEEK-END ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

A. DEFINITIONS:

Week ends begin after classes on Friday and end Sunday at 10:00 p.m. Seniors long weekends begin after classes on Thursday and end Sunday at 10:00 p.m. Weekends may not be divided.

Short Saturday nights begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.

Extended Saturday nights begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.

Senior short Friday nights begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend.

One Junior weekend may be used first semester.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

B. HOLIDAYS

A student who overstays her permission may not be allowed to return. For every day missed before or after a vacation, one day will be subtracted from a week-end or overnight privilege and the student receives double zeroes for each class missed.

C. WEEK-END ABSENCES — QUOTA

1. Seniors

a. First semester:

2 week ends

2 extended Saturday nights

unlimited short Saturday nights

b. Second Semester:

1 long week end

2 week ends

2 extended Saturday nights

2 short Friday nights (can only be taken by Seniors having a B average for the preceding quarter)

7 short Saturday nights

WEEK-END ABSENCES — QUOTA

2. Juniors

a. First semester :

2 extended Saturday nights

4 short Saturday nights

b. Second semester:

2 week ends

3 extended

2 short Saturday nights

3. Commercial

Commercial students have Junior privileges with one exception. Those who have previously attended one year of college receive one weekend first semester.

4. Underclassmen

a. First semester:

1 extended

3 short Saturday nights

b. Second semester:

2 week ends

1 extended

2 short Saturday nights

D. GENERAL

1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.

WEEK-END ABSENCES

2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess.
3. With permission from the Dean, a student may take a week end or a long week end on campus. During this time she is excused from her classes but not from weekday or Sunday chapel services or required programs. A student who is campused may not take a week end on campus.
4. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations.
A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh.
When college is in session, students may *under no circumstances* attend parties in the vicinity of Raleigh that have not been approved by the Dean.
5. On the night of a St. Mary's dance, *no student may take a parents night in Raleigh.*
6. No week end or extended Saturday night is granted :
 - a.) on orientation week end.
 - b.) until after the pageant on May Day.
 - c.) for underclassmen who must continue to remain at college for the four supervised Saturday study halls.

WEEK-END ABSENCES

7. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
8. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
9. A student returning late or going to the infirmary *because of fatigue* on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and receive zero for each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

1. The parents of a student may take their daughter, no others to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social activity in the vicinity of Raleigh, the absence counts as a short Saturday night.
3. See section 4 page 41.
4. Students planning to take a parent's night file an overnight permission slip. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
5. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.

WEEK-END ABSENCES

A. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights. Those not having Friday night dating privileges must count such a permission as a short Saturday night.
3. Underclassmen not supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays, Wednesdays, and Fridays.
2. Day students whose grades put them on the study hall list are required to study in the library during their free periods.
3. Day students may not go to dormitory rooms during class hours or meal hours except when accompanied by a resident student or to see a resident student or teacher.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission if she has not completed her schedule for the day.
5. Day students who are campused during the week are required to be at college from 8:30 a.m. to 3:45 p.m. These students may leave campus from 1:00 to 1:45 p.m. in order to eat lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in a signed statement saying that they have made up their campus for the day. These statements will be checked by a student government official. Students will receive demerits for failure to hand in these statements.

DAY STUDENTS

3. ACADEMIC REGULATIONS (see page 47)

4. ABSENCES AND TARDIES

1. Day students have the same quota of absences as resident students. Permission to take an absence (other than for illness or unforeseen emergency) must be secured in advance.
2. When day students find that they will be absent, they should notify the Dean before classes begin.
3. Day students who are absent from class without permission or acceptable excuse will not only receive zero on the work missed but will also be subject to disciplinary action.
4. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from one of her parents. The excuse must state the exact period covered by the absence. Each day the student fails to bring this excuse she will be penalized. This excuse may be left on the Dean's desk or put in her box in Smedes.
5. Being late to the same class three times in one quarter equals one unexcused absence. Students late to class are penalized with demerits unless their lateness is excused by the Dean.
6. Day Students taking a weekend must file a parental permission in the Dean's office in advance. They do not file a weekend slip.

5. COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.

DAY STUDENTS

2. *Day students are requested to ask their parents and friends not to telephone them at the college.* In case of emergency parent may get in touch with them through the Dean. While classes are in session day students may make outgoing calls from West Rock or any other convenient dormitory. During lunch hour and after 3:45 p.m. they may use the telephone in the housekeeper's office.

E. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. When visiting dormitories at night, Day Students should leave by 10:00 p.m. Monday-Friday and by 12:00 p.m. Saturday.

F. DAY STUDENTS' ROOM

1. Day students may smoke on the campus in the day students' room and wherever resident students may smoke.
2. Quiet must be observed in the day students' room.
3. Day students' room must be kept neat at all times.

G. PARKING

1. Day Students should be careful not to park cars where they will block traffic or beside "No Parking" signs.
2. Day students should not park directly in front of Smedes.
3. When staying overnight, students should leave their car keys in the office of the Dean, and must be registered in the guest book by a resident student.



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = 90-100 (Superior)

B = 80-89 (Very Good)

C = 70-79 (Good)

D = 65-69 (Passing)

F = Below 65 (Failing)

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

ACADEMIC REGULATIONS

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Students who do not meet acceptable academic standards will not be allowed to return to college the following year.

Sophomores and seniors are permitted a re-examination when the student has a passing average (65 or above) for the two quarters and makes an "F" on the final examination with a numerical evaluation of 45 or higher. No student is permitted to take more than two re-examinations.

Special attention is called to the change in the requirements for the Junior College diploma. See pages 33-34 of the 1961-62 Catalogue.

B. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have a grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. Averages are computed on the grades of the credit courses only.

First and third quarter honor roll based on quarter grades.

Second and fourth quarter honor roll based on semester grades.

Year honor roll based on the two semester grades.

ACADEMIC REGULATIONS

C. REPORTS

Reports are sent to parents and guardians every two months.

D. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation.

E. CLASS ABSENCES

More than 10 absences during a semester bar a student from the final examination in a 4-hour course; more than 8 in a 3-hour course; more than 5 in a 2-hour course; more than 3 in a 1-hour course.

More than 4 *unexcused* absences for a 4-hour course; more than 3 *unexcused* absences for a 3-hour course; more than 2 *unexcused* absences for a 2-hour course; more than 1 *unexcused* absence for a 1-hour course, each semester, bar a student from final examination. (In some cases permissions to take the examinations may be secured from the Academic Standards Committee.)

Unexcused absences are those not excused by the Dean or the physician.

The penalty for absences before or after holidays is doubled. In case of severe illness or serious emergencies, the Absence Committee will determine the penalty.

F. MAKE-UP WORK

Students who miss work through illness or family emergencies are required to make up that work within a week of their return to classes.

ACADEMIC REGULATIONS

Whenever this rule may work an undue hardship on the student, it is her responsibility to make a mutually satisfactory arrangement with each teacher concerned immediately upon her return to classes. Case of protracted illness will be referred to the Academic Standards Committee.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

G. CLASS TARDINESS

Being late to the same class three times in one quarter equals one unexcused absence. Students late to class are penalized with demerit unless their lateness is excused by the Dean.

H. DEFICIENCY LISTS AND STUDY HALL

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's, or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervisor Study Hall sessions — 8:30 to 11:30 A.M. Notices are posted of specific dates.

KI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club, and the two Physical Education instructors make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchesis and the Swimming Club. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

A Letter Club Banquet is held near the close of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.

ATHLETICS

4. The All-Star team is selected by the vote of all the girls on the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.
5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.

B. TENNIS

1. The front tennis courts may not be used on Sundays.
2. When going to and from the courts in shorts or gymnasium suits, students are asked to use the covered ways, not to cross the front campus.
3. Students may not wear hard-heeled shoes, bathing suits, or halters on the courts. Gym suits or white shorts with a white shirt are the desired apparel.

C. SWIMMING

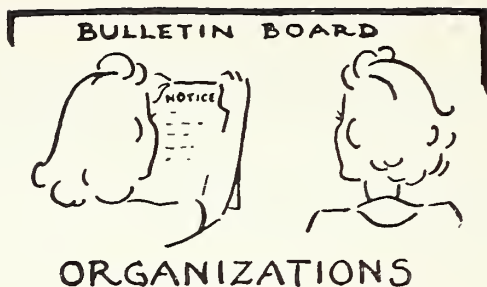
1. Students wishing to go swimming must be accompanied by a Senior Life Saver.
2. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session.
 - b. From 9:30 to 10:00 p.m.

ATHLETICS

3. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in pool.
4. Any student using the pool is subject to the general rules of behavior posted in the pool room.
5. NO ONE IS ALLOWED TO SWIM ALONE.

D. GENERAL

1. Students wishing to take riding should consult the gym instructor.
2. Underclassmen sign out on the town sheet for bowling, golf, and horseback riding.



I: HONORARY

The Order of the Circle

President	Susan Harris
Secretary	To be elected
Treasurer	To be elected

“As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of co-operation among the students by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in college life and activities.”

The Beacon

President	To be elected
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“The Beacon is not a secret organization since the principal purposes are to promote among the high school girls a better school spirit, more cooperation, and participation in extracurricular activities.”

ORGANIZATIONS

Letter Club

President

Carol Hardy

To create interest in college sports, to foster good sportsmanship, and to take charge of extra-curricular sports activities are the purposes of the Letter Club, the honor athletic society. Its members are those girls making two all-star teams or 100 points in any of the major sports.

Orchesis

President

Erwin Parrott

Secretary-Treasurer

Patricia Armstrong

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day pageant.

I EXTRA CURRICULAR ACTIVITIES

Altar Guild

President

To be appointed

The Altar Guild, which has charge of preparing for chapel services, is composed of high school and college students.

ORGANIZATIONS

Choir

Officers

To be elected

Membership in the choir is open to any student. Members are expected to attend choir rehearsal regularly. The choir vests on Sunday and special festivals.

Glee Club

Officers

To be elected

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations from clubs, colleges, and organizations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year.

Dramatics Club

Officers

To be elected

The Dramatics Club is open to everyone at St. Mary's interested in the theater. Its members present two major productions, one the first semester and one at commencement.

ORGANIZATIONS

Canterbury Club

resident

Gretchen Craig

The Canterbury Club is the young people's organization of the Episcopal Church. Students from the various colleges in Raleigh meet together for worship, study, and fellowship on Sunday nights. St. Mary's is always well represented at these intercollegiate meetings. Any student may join.

Y. W. C. A.

resident

Julia White

vice-President

To be elected

secretary-Treasurer

To be elected

The Y. W. C. A. is an organization whose purpose is to help the needy. She parties for the orphanage children, evening meditation services in the Chapel during exams, and the maintenance of the "rec room" and some of the activities of the "Y."

The Young Democrats Club

resident

To be elected

vice-President

To be elected

secretary

To be elected

treasurer

To be elected

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join.

ORGANIZATIONS

The Young Republicans Club

President	To be elected
Vice-President	To be elected
Secretary	To be elected
Treasurer	To be elected

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join.

The Granddaughters' Club

Officers	To be elected
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The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's.

The Doctors' Daughters' Club

President	To be elected
Vice-President	To be elected
Secretary-Treasurer	To be elected

Girls whose fathers are doctors make up the Doctors' Daughters' Club. Their aim is to help those people who are less fortunate than themselves.

ORGANIZATIONS

STUDENT PUBLICATIONS

There are four student publications at St. Mary's: The *Stage Coach*, the *Muse*, the *Belles*, and the Handbook. The *Stage Coach* is the annual, given out each year on Class Day. The *Muse* is the literary magazine, published in May. The *Belles* is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

The publications staffs are chosen from the college at large by the editors and the faculty advisors at the beginning of each year. Girls are urged to try out for the staffs.

At the end of each year the three newly elected editors, the business manager, and outstanding members of the staff are awarded keys for the quality and dependability of their work.



NECESSITIES

Hats and conservative dresses or suits for church.
Gloves and appropriate dresses or suits for concerts.
Dresses or suits with heels for Sunday dinner.
Casual dresses with flats for week day dinner.
Sports clothes for picnics and study hours.
Loafers, skirts, sweaters, and blouses for class.
A raincoat and heavy coat

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets	Tennis racquet and shoes
Pillow	Study lamp
Sheets — six as a minimum	Name tapes
Pillow cases	Laundry bags — at least two
Bedspreads — one pair	Bathing cap
Towels	Alarm clock — imperative for each room

NECESSITIES

NONESSENTIAL BUT NICE

Rubber boots	Hot water bottle
Sewing box	Skirt hangers
Backrest	Sweater stretchers
Radio	Shoe bags
Record player	Quilted mattress protector

REQUIRED

- Six white dinner napkins to donate to the dining room.
- One white towel to donate to the Physical Education department.
- A flashlight.
- One can of tennis balls for use in tennis class.

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BRING THIS BOOK WITH YOU

SCHOOL SONGS

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

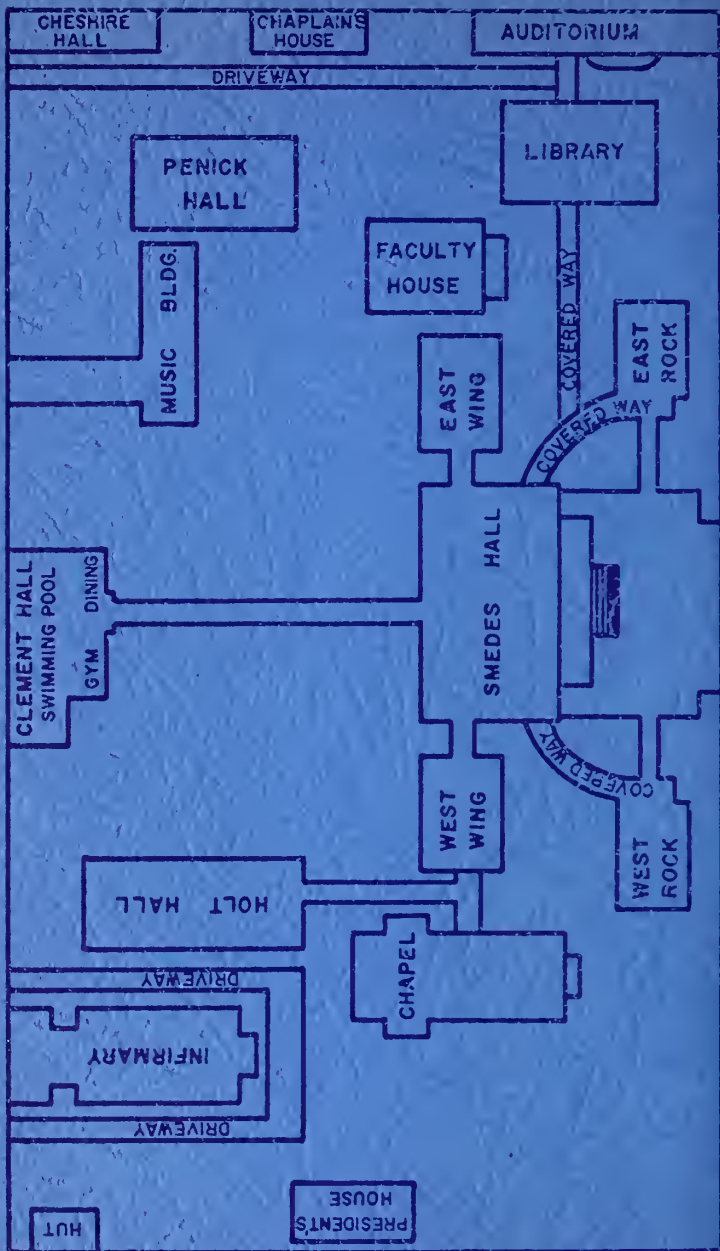
There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



ST. MARY'S JUNIOR COLLEGE

BULLETIN

Handbook Issue



1962-1963 Session

Vol. 51, No. 5



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1962-1963

Edited for

Student Government Association

By Jody Shannon Blackwell

ST. MARY'S JUNIOR COLLEGE BULLETIN

Vol. 51, No. 5

July, 1962

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of July 16, 1894

SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 1:00 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

ST. MARY'S JUNIOR COLLEGE

Raleigh, North Carolina

RICHARD G. STONE, *President*

CALENDAR FOR 1962-63

121st Annual Session

1962

September 10-14, Monday-Friday.....	Registration of Day Students.
September 17-20, Monday-Thursday....	Registration of Boarding Students; testing; matriculation of all students.
September 21, Friday.....	First semester classes begin.
October 17, Wednesday.....	Annual Meeting of the Board of Trustees.
October 18, Thursday.....	Faculty Reception.
November 21-25.....	Thanksgiving holiday begins at 1:00 P.M. Wednesday and ends at 10:00 P.M. Sunday.
December 19, Wednesday.....	Christmas vacation begins at 12:30 P.M. Thursday class schedule is followed.

1963

January 2, Wednesday.....	Resident students report by 10:00 P.M.
January 28-February 2.....	First semester examinations.
February 4, Monday.....	Second semester classes begin.
April 10, Wednesday.....	Spring vacation begins at 12:30 P.M. Thursday class schedule is followed.
April 17, Wednesday.....	Spring vacation ends, 10:00 P.M.
May 4, Saturday.....	Alumnae Day and May Day.
May 25-30.....	Second semester examinations.
May 31, Friday.....	Commencement Play
June 1, Saturday.....	Class Day and Commencement Concert
June 2, Sunday.....	Baccalaureate, 11:00 A.M.
June 3, Monday.....	Commencement, 10:30 A.M.

The dining room is closed at all scheduled vacation periods.

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a resident chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. And in order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

The old girls wish to welcome all of you to St. Mary's! We are looking forward to your arrival and to new friendships with you. We sincerely hope that you will love and respect St. Mary's as much as we do, and we will help you in any way we can when you come.

The life which you are about to enter into will naturally seem a little strange at first, for there will be new regulations and traditions to learn and new sets of friends to make. Yet you will soon find that St. Mary's has a warm atmosphere of friendliness and sincerity that is found in all old girls, faculty, and staff; and these people are here to help you feel a part of St. Mary's.

The first week of school, Orientation week, is planned especially for you. There will be parties and picnics in order that you may get to know the faculty and students. Each of you will have a "big sister" and two counselors who will always be on hand to help you with any problems or questions you may have.

Upon arriving at St. Mary's you will become a member of the Student Government Association. As a member, you will carry certain responsibilities from your first day at St. Mary's until the day you leave. We are extremely proud of this organization, but the support and cooperation of each student is necessary for its success; it is the responsibility of every girl to uphold its principles at all times and to regard its functions with respect.

WELCOME

What you derive from your life at St. Mary's depends upon you and your attitude toward her ideals. If you are conscientious in your work, enthusiastic in your extracurricular activities, and sincere and thoughtful of the girls with whom you will be living, I can assure you that your life at St. Mary's will be ever so rewarding. Be friendly to everyone, and you will make many lasting friendships. You will find it necessary to budget your time in order to get in all that you want to do, and your hall counselors and faculty advisor will help you with this budget.

If you give your best to St. Mary's, you will grow to love and respect her as we and the many girls who have gone before us have done.

Sincerely,

HAYNES WALKER, *President*

Student Government Association

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of school spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home.

The Old Girl — New Girl Reception during Orientation Week gives the new girls a chance to meet the faculty. Every old girl acts as a Big Sister to a new girl whom she accompanies to the party.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor and in the dining room; the other classes assist with paging duties. Early in the morning of the day Christmas holidays begins, seniors sing Christmas carols to the faculty and friends of the school. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's ... the kicking post on the path to Hillsboro Street, which assures one of that special letter of the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a formal dinner in the dining room at Thanksgiving and Christmas. We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. The athletic banquet given at the end of the college year is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas or Mus.

One of the most beautiful parts of commencement is the "step-singing" at which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Haynes Walker
Vice-President	Verna Gillam
Secretary	Cydne Wright
Honor Council Members	
Senior Class	Reide Watson
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Mary Stella Leach
Secretary of the Hall Council	Nelson Pemberton
President of the Day Students	Belle Williams

OTHER CAMPUS OFFICERS

Chairman of Assembly	Ann Smith
Chairman of Legislative Body	Verna Gilliam
Editor of the Handbook	Mary Rope
Editor of the <i>Stagecoach</i>	Nannie Hussey
Editor of the <i>Belles</i>	Sally Steven
Editor of the <i>Muse</i>	Rosa Beckwith
Chief Marshal	Matilda Gholson

Athletic Association: Sigma and Mu Clubs

Sigma

President	Linda Connell
Vice-President	Nelson Pemberton

Mu

President	Flo Pitt
Vice-President	Verna Gillam

HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses could be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This is mandatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. Furthermore a student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature _____

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR
KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT

STUDENT GOVERNMENT COUNCILS

HONOR COUNCIL

1. The Honor Council is composed of the President, Vice-President, and Secretary of the Student Government Association, the President of the Day Students, one representative of the senior class, two of the junior class, one of the underclassmen, one of the Commercial students, and one of the Day Students.
2. The Honor Council deals with the following offenses if they occur when the student is under the jurisdiction of the college. (A student is under the jurisdiction of the college when college is in session except when she is away from the vicinity of Raleigh in the charge of her own parents).
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this

STUDENT GOVERNMENT COUNCILS

responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body to report herself. If she is not willing to accept this dual responsibility, she does not belong at St. Mary's and may be expelled by the Honor Council.

Any violation of the above regulations will incur the penalty of expulsion.

3. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction, as well as off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Council.
3. The Disciplinary Committee of Hall Council deals with library offenses, and administers penalties for serious violations of student government regulations and of accepted standards of conduct.

STUDENT GOVERNMENT COUNCILS

4. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.

- 1) An accumulation of five demerits within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by 5:00 P.M. every Monday. A week's campus for accumulation of demerits begins on Tuesday and continues through the following Monday.
- 2) Campus slips other than by accumulation of demerit may be given by a hall counselor or by the Dean, or by the Disciplinary Committee. If a girl receives a campus slip at night from her hall counselor, her stay on campus must begin the next day. A girl campused by Hall Council or Disciplinary Committee will start her campus on the following Monday. Any girl who is granted permission to break campus over a week-end must make up this campus on the *two* following week-ends.

5. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details see the Constitution under Legislative Body.

OFFICE POINT SYSTEM

(as set up by the Honor Council)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the Handbook.

Editor of the *Stage Coach*.

Editor of the *Belles*.

Editor of the *Muse*.

6 Points

Honor Council Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Assembly Programs.

Chief Marshal.

POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Canterbury Club.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, *Stage Coach*.

Secretary of Legislative Body

Fire Captain.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

Ex-officio members of any organization do not receive points.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.—Fri.	Saturday	Sunday
8:30 a.m.- 12:55 p.m.	7:00 a.m.- 12:30 p.m.	2:00- 3:30 p.m.
1:45- 5:00 p.m.	11:00 p.m.- 9:00 a.m.	7:30- 9:30 p.m.
7:00- 9:30 p.m.		10:00 p.m.
10:00 p.m.- 7:00 a.m.		7:00 a.m.

The above hours, except for the Sunday quiet hour and closed study period, must be observed as moderate quiet periods out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise has the right to request that the noise be stopped.

1. Monday-Saturday Quiet Hour

Reasonable quiet should be maintained during class hours, especially on lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m.-3:30 p.m.

b. A girl must spend the whole of quiet hour in one place; she may not move from room to room during this period. **One who has been off campus and returns during this time must go to the library or remain in the parlor.**

3. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they must do so. A student must sign up with her counselor when she wishes to study in any place other than her room.

DORMITORY REGULATIONS

- c. Classrooms, except those in Cheshire, and the home economics laboratories may be used by students during closed study. Students may not use a faculty member's desk, and rooms must be left in order.

Counselors are allowed to spend closed study hall in another Senior's room.

4. Making Up Closed Study

- a. Students who make up closed study in the afternoon in order to have an evening permission must leave a statement giving the hours and place of study. Closed study must be made up before 7:30 p.m. in the library, the music building, or a classroom.
- b. Underclassmen who have made up supervised study hall must leave a signed statement to that effect in the *IN* basket before 7:30 p.m.
- c. Girls who have a B⁺ average for the preceding quarter or semester are excused from all formal making-up of closed study.
- d. Girls who have a B average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.

B. DO NOT DISTURB:

This sign is given to each girl and *must not be crossed* except by a teacher, a counselor on official business, or an Honor Council member. *Any student violating this rule will be called before the Hall Council.* Students are warned to use this sign only for sleeping, studying, or legitimate privacy.

C. NIGHT OFF HALL

1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with the counselor of another hall for the entire night during the week for study purposes, provided that each hall has two counselors and that one of these counselors rooms on that hall.

D. AFTER CLOSING HOURS

1. Girls returning to the dormitory after closing hours may be admitted *only* by a member of the faculty, a hall counselor, or a hall representative.

E. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. Any one violating this rule will be assessed for the damage done.

2. Hall Regulations

a. Underclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday Friday.)

10:00 p.m.—Be on own hall.

10:15 p.m.—Be in own rooms.

10:30 p.m.—Lights out.

* 11:00 p.m.—All lights out.

* Sophomores may keep their lights on until 11:00 p.m. on Sunday nights—Freshmen have lights out at 10:30 p.m.

(2) Saturday

11:00 p.m.—Be on own hall and quiet.

11:30 p.m.—Lights out.

DORMITORY REGULATIONS

b. Upperclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday).

10:00 p.m.—Be on own hall and quiet. (unless dating).

11:00 p.m.—Be in own rooms.

(2) Saturday

12:00 M—Be on own hall and quiet.

12:30 a.m.—Be in own rooms.

F. LATE LIGHTS

1. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 6. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; the total time per month must not exceed 4 hours for Freshmen and 6 hours for Sophomores; no late light must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, *etc.*, must have lights out thirty minutes after returning.

G. GUESTS

1. Students may have guests for the week end provided there is a vacant place available for each guest. No guest during the mid-year or Final Examination periods. Register guests in Dean's office in the guest book.
2. Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.
3. Permission for guests in the dining room may be obtained from the Dean's office. Guests are to be signed up on meal list.
4. Guests must observe regulations of the college including chapel attendance and dating rules.

DORMITORY REGULATIONS

H. FIRE DRILLS

The signal for fire drills is the siren and a series of short rings of the bell.

1. Turn on lights.
2. Close windows.
3. Take towel (bath) and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Fire Captain.
9. Return to hall at signal of siren.
10. Quiet must be maintained during the whole drill.
11. Post these rules in your room immediately.

For Fire Protection reasons the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage etc., at all times.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Chapel services are on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend and take her assigned place. Students must wear Chapel caps (2 week campus for unexcused absence.)
2. On Sundays at 10:40 a.m. and 5:15 p.m. students assemble in classrooms before going to Chapel.
3. Students should maintain a spiritual atmosphere in Chapel.
4. Student Assembly is in the auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
5. Proctors, appointed by the Chairman of the Hall Council, report absences and tardies from Chapel and Assembly. A proctor who fails to report absences receives demerits.
6. Tardiness to Chapel and Assembly is penalized with demerits.
7. Students must not take books, paper, pencils, newspapers or mail into assembly or chapel.
8. Students should refrain from talking or knitting during concerts or assembly.

B. MARSHALS

Chief Marshal

Matilda Gholson

Marshals — Susan Goode, Cornelia Johnson, Elizabeth Lackey, Frances McLanahan, Betsy Steele.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before commencement. The marshals take the offering in chapel, lead chapel lines, act as ushers at entertainments in the auditorium, and in general maintain order at all student body gatherings.

C. DATES ON CAMPUS.

Comply with hours on pages 33 and 35.

GENERAL CAMPUS REGULATIONS

D. MEALS

1. Breakfast Monday-Friday is compulsory for all students.
2. All meal cuts and reservations must be signed for 24 hours in advance.
3. *Upperclassmen* have unlimited meal cuts Monday-Friday.
Sophomores have 4 meal cuts Monday-Friday.
Freshmen have 3 meal cuts Monday-Friday.

Reservations	Cancellations
1. Saturday breakfast through Sunday breakfast.	1. Any weekly meal cuts.
2. Upperclassmen Friday dinner.	2. Sunday dinner and Sunday supper.

4. Upperclassmen in groups of 4 or more may go to the Little Store for Sunday night supper.
5. Counselors may go to the Little Store for breakfast on Sunday.
6. When a student files special or week-end permission she *automatically* receives meal cuts for those meals she misses, and she must not sign the meal cancellation list.

E. SMOKING

1. Students may smoke in their own dormitory rooms if they have adequate ash trays and metal waste baskets.
2. Students may smoke in the Hut, and in the music studio of any teacher who so permits.
3. STUDENTS MUST NOT SMOKE IN BED.
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. Students may not smoke either in Cheshire or in ANY PART OF THE LIBRARY BUILDING.

GENERAL CAMPUS REGULATIONS

F. TELEPHONE

The college switchboard is open in accordance with the schedule below.

There is no night operator on duty from 10:10 p.m. to 8:00 a.m. The only line is to the Dean's office. **All calls after 10:10 p.m. have to be answered in the Dean's Office.** Therefore students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.

When the switchboard is closed, parents may call the Dean, the President, or the infirmary if emergency necessitates.

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00-8:30 a.m.	9:30 a.m.-12:55 p.m.	9:00-10:30 a.m.
10:50-11:00	1:30-5:55	12:15-12:55 p.m.
1:30-1:45 p.m.	6:30-10:10	3:30-5:15
3:45-5:55		6:30-10:10
6:30-7:25		
9:30-10:10		

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

- No calls are to be made from hall to hall within a dormitory.
- No dormitory to dormitory calls between **9:30 and 10:00 P.M.**

c.

- (1) Do not call 1st. East Wing from 5:00-6:00 p.m. as this telephone must be kept free for pages.

GENERAL CAMPUS REGULATIONS

- (2) Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday.

2. Outgoing Calls

- a. Only seniors may call out during study hall 7:30-9:30 p.m.
- b. No student may call out during Sunday Quiet Hour.
- c. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
- d. Long distance calls must be made before 10:00 p.m. and only on pay telephones. Special telephone permissions must come from the Dean.

3. Incoming Calls

- a. No calls are put through to the dormitories until 9:30 a.m. on Saturdays.
- b. No calls to dormitories between 10:10 p.m. and 8:00 a.m.
- c. **Out of consideration for the Dean, please inform parents and friends not to call after 10:10 p.m. or before 8:00 a.m. All calls during these hours ring her office.**
- d. Students are not called out of class to receive calls.

G. INFIRMARY

1. Except in emergency, the infirmary is open only during the following hours:

7:30 a.m.-1:00 p.m.

1:30-2:00 p.m.

4:00-6:00 p.m.

6:30-7:30 p.m.

9:30-9:45 p.m. (*only if necessary*)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a *faculty or staff member*.

GENERAL CAMPUS REGULATIONS

2. Parents will be notified of a student's admission to the infirmary if illness is a long one. If severity of the condition requires it, notification will be made immediately.
3. If a girl stays in the infirmary during a Friday morning or afternoon she may not leave the campus until Saturday. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
4. If a girl is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.
5. Any student too sick to attend classes must go to the infirmary. If infirmary is closed, see the Dean.
6. Students must not have their books and papers in the infirmary under 48 hours without special permission from the nurse. All prescriptions must go through the infirmary. No prescription may be charged without special permission from the Nurse.
7. *Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.*
8. Students missing morning classes on account of sickness must remain in the infirmary until 12:45 p.m.; afternoon classes until 5:45 p.m.
9. *Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.*
10. Students leaving church, classes, assemblies, and concerts in the auditorium on account of sickness must report to the infirmary immediately.
11. Parents and friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

GENERAL CAMPUS REGULATIONS

12. Students are not allowed to call the infirmary, or college doctor at office or home, without special permission from the Dean, Nurse or Doctor.

H. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. Names of students who have overdue books, or who owe library fines, are posted each morning on the library bulletin board in the East covered way for resident students, and on the day students' bulletin board for the day students. Students are expected to consult these bulletin boards *each morning*, and, when their names are posted, to report to the librarian *that same day* at the first opportunity. Failure to return an overdue book or pay a fine within one week, as well as failure to return a reserve book BY 5 P.M. ON SUNDAY, subjects the student to a Disciplinary Committee penalty.
3. When the student body is attending an evening program, reserve books may be taken out 15 minutes before assembly.
4. The following library offenses are dealt with by the Disciplinary Committee.
 - a. Taking a *reference* book from the library.
 - b. Taking a book from the library *without leaving its signed card*.
 - c. Taking a book from the reserve shelf without signing the green card and leaving it at the desk.
 - d. Mutilation of any library property, such as marking in books, clipping newspapers, or defacing furniture.
5. Ink, Food, Cokes, *etc.* are not to be brought into the library, nor left on library premises.
6. During the first week of college, all students are required to read and know posted library regulations.

GENERAL CAMPUS REGULATIONS

DANCES

1. College Dances

- a. *Class presidents and other students who have duties connected with planning a dance must not make commitments* about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.

2. To attend campus dances, visiting girls must have permission from the chief dance marshal and the president of the group giving the dance.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-1:00 p.m.
Saturday.....10:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store.
4. All money (except a small amount of change) should be deposited in the college bank.

B. POST OFFICE

1. Stamps are sold Monday-Friday, 8:00-8:25 a.m. and 1:30-1:45 p.m. and Saturday, 10:00-12:15 p.m.
2. Mail comes in at 7:25 a.m., 10:30 a.m., and 5:30 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 8:00 a.m. and 3:45 p.m. Monday through Saturday and at 8:00 a.m. on Sunday.
4. Packages to be mailed and express must be taken to the Post Office: 11:00-1:00 p.m., Monday through Friday, and 9:00-10:00 a.m., Saturday.
5. Parcel post and express may be sent out and received during the store hours.

C. THE RECREATION HUT

1. Suppers, picnics and meetings may be held in the Hut, provided that permission is granted by the Dean in advance.
2. Students may date in the Hut during afternoon dating hours on Friday and Saturday nights provided that two or more couples are present and provided that the Hut has not been engaged for another college activity. The use of the Hut is not restricted to two couples.
3. Users must sign the Hut Calendar in the Dean's office and notify the housekeeper in advance.

SPECIAL SPOTS

4. Users check in with parlor hostess after dating Friday and Saturday nights.
5. Users of the Hut must leave it clean and orderly.

SUN PORCH REGULATIONS*

1. Sunbathing is restricted to the sunporch. Doorways and windows are not used for sunbathing.
2. Girls must sign up on the chart in the covered way when the Chairman of Hall Council has designated that the porch is open.
3. *Only thirty girls* on the porch at one time.
4. Staying limit: one hour in one day.
5. Sun porch may not be used during examination week, Sundays, or Good Friday.
6. *Reasonable quiet* necessary.
7. No food, bottled drinks, or smoking.
8. No standing on the rail.
9. Articles brought on roof must be taken back to owner's room.
10. Rooms passed through must not be disturbed.

HOLT AND PENICK KITCHENS

1. Girls who cook in Holt or Penick kitchens must sign the time they start and finish.
2. Penick kitchen is for seniors only.
3. Girls *must* leave the kitchens *in order*.

Sunburn does not excuse a student from class preparation, attendance, or participation.

SPECIAL SPOTS

4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
5. Kitchens may not be used during the first or second semester examination period, or during commencement. (Exception: the use of the refrigerators.)

V. CAMPUS AIDS

1. For train and plane reservations please see Miss Jordan.
2. For lost and found articles and room equipment please see Mrs. Callahan.
3. The college laundry provides weekly service for linens and simple clothing.
 - a. No provision is made for fine laundry.
 - b. Each girl is allowed an average of \$2.00 a week for laundry.
 - c. A name tape must be **sewn on** every article being sent to the laundry.

VI. MISCELLANEOUS

1. Old girls have room preference until March 1.
2. Students are responsible for reading the bulletin board notices every day.
3. Personal notices should be answered either immediately or at the time specified.
4. The *Dean's List* is a notice posted by the Post Office. Students who are requested to see the Dean should do so at the time specified.
5. Do not chew gum on any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Underclassmen must sign out whenever they leave campus.

A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are counted as town permissions.

Weekdays	Saturday	Sunday
Town permission 11:00-6:00 or 6:30 if in group of four taking a meal cut.	a. Town permission 9:00 a.m.-6:00 p.m. or 6:30 if in group of four taking a meal cut.	a. Single dating after church until 5:00 p.m.
Dating 5:00-6:00 p.m. 4:00-6:00 p.m. (Fri.)	b. Dating 12:30-11:00 p.m. Sophomores may single date until 7:00 p.m. Freshmen may single date until 6:00 p.m.	b. Sophomores in groups of four may go to the Little Store until 7:00 p.m.
Sophomores in groups of four may go out to supper on Friday nights until 7:25 p. m.		

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.

OFF-CAMPUS REGULATIONS

4. Every returning sophomore will be put on the U.D.L. at the opening of school unless there is a special conduct reason for her being kept off.
5. For Saturday night dating during the first quarter, all underclassmen must sign out and in with an upperclassman or a person on the U.D.L. † The upperclassman may go out again until 12:00 p.m.
6. After the first quarter, underclassmen may double date Saturday night with girls of their own class.
7. Three or more freshmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by an upperclassman.
8. Sophomores are allowed to go out on Saturday nights in groups of four until 10:30 p.m. provided that one of these four girls is on the U.D.L.
9. An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.
10. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided that they double date after 6:00 p.m.
11. Two or more underclassmen may go out on Sunday afternoon after church until 5:00 p.m.
12. Two or more underclassmen may go downtown together in the afternoons.
13. Underclassmen may get special permission from the Dean to date with day students.

† Underclassmen's Date List, compiled by the Dean.

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of four taking meal cuts.	a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.	After church until 5:00. 6:00-11:00 p.m.
b. Dating Mon.-Thurs. 5:00- 6:00 p.m. (Seniors may date until 7:30 p.m.) Friday 4:00-11:00 p.m. (Juniors may not date on Friday night until 1st quarter grades are in.)	b. Dating After classes until 12:00 m. (12:30 for formal dances)	

Upperclassmen:

1. have unlimited town permissions.
2. must sign out when they plan to return to college after 6:00 p.m.
3. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00 p.m.
4. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

C. GENERAL REGULATIONS

1. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.

OFF-CAMPUS REGULATIONS

2. Girls must not go into hotels unchaperoned except by special permission from the Dean.
3. There must be at least two St. Mary's girls at a fraternity house. All fraternity houses must be approved by the Dean.
4. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.
5. Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.
6. Little Store (neighborhood stores and lunch counters)
 - a. Students may go to the Little Store on Saturday for any meal.
 - b. See Meals, page 23.

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filed by students taking weekends, extended Saturday nights, short Friday nights, short Saturday nights, and parent's nights.
2. These slips must be filed by 1:00 p.m., two days before departure. File slips in box in covered way.
3. Parental permissions and hostess invitations must be sent DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS. Telephone invitations and permissions must be given DIRECTLY TO THE DEAN'S OFFICE.
3. Permissions and invitations must be in by 1:00 p.m., two days before departure.

OFF-CAMPUS REGULATIONS

II. Date Slips

1. Date slips must be filed by 8:00 p.m. on Saturday.

III. Special Permission Slips

1. Special Permission Slips are to be filed for any absence other than weekend dating and overnights.
2. These slips involving absence for Saturday must be filed by 1:00 p.m. Friday; for Sunday by 1:00 p.m. Saturday. Students receiving late invitations may go to the Dean's office during office hours.
3. Students attending a dance with late permission, or attending a cabin party must file Special Permission Slips.
4. Underclassmen must file this slip for any permission which involves going out of town for the day.

REMEMBER: On all slips, write your last name first.

SEE: page 18 for information on making up closed study hall.

E. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on *long trips*.
 - b. to fly in non-commercial (private) planes.

VIII. WEEK-END ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

A. DEFINITIONS:

1. *Weekends* begin after classes on Friday and end on Sunday at 10:00 p.m.
2. *Senior Long Weekends* begin either after classes on Thursday and end Sunday at 10:00 p.m. or on Friday after classes and end Monday at 10:00 p.m.
3. *Short Saturday Nights* begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.
4. *Extended Saturday Nights* begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.
5. *Senior Short Friday Nights* begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend.
6. *Parent's Nights* begin after classes and end in time for classes the next morning, otherwise by 10:30 a.m., including Saturday and Sunday. See section E, page 42.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

B. HOLIDAYS

A student who overstays her permission may not be allowed to return. For every day missed before or after a vacation, one day will be subtracted from a week-end or overnight privilege and the student receives double zeroes for each class missed.

C. WEEK-END ABSENCES — QUOTA

1. Seniors

a. First semester:

- 2 weekends
- 2 extended Saturday nights
- unlimited short Saturday nights

b. Second Semester:

- 1 long weekend
- 2 weekends
- 2 extended Saturday nights
- 2 short Friday nights (can only be taken by Seniors having a B average for the preceding quarter)
- 7 short Saturday nights

WEEK-END ABSENCES — QUOTA

2. Juniors

a. First semester :

- 2 extended Saturday nights
- 4 short Saturday nights
- 1 weekend

b. Second semester:

- 2 weekends
- 3 extendeds
- 2 short Saturday nights

3. Commercial

Commercial students have Junior privileges with one exception. Those who have previously attended one year of college receive one weekend first semester.

4. Underclassmen

a. First semester:

Freshmen:	Sophomores:
1 extended	2 extendeds
3 short Saturday Nights	2 short Saturday Nights

b. Second semester:

- 2 weekends
- 1 extended
- 2 short Saturday nights

D. GENERAL

1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.

WEEK-END ABSENCES

2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. *All permissions and invitations must be sent directly to the Dean.*
3. With permission from the Dean, a student may take a week end or a long week end on campus. During this time she is excused from her classes but not from weekday or Sunday chapel services or required programs. A student who is campused may not take a week end on campus.
4. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations. A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh. When college is in session, students may *under no circumstances* attend parties in the vicinity of Raleigh that have not been approved by the Dean.
5. On the night of a St. Mary's dance, *no student may take a parents night in Raleigh.*
6. No week end or extended Saturday night is granted :
 - a.) on orientation week end.
 - b.) until after the pageant on May Day.
 - c.) for underclassmen who must continue to remain at college for the four supervised Saturday study halls.

WEEK-END ABSENCES

7. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
8. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
9. A student returning late or going to the infirmary *because of fatigue* on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and receive zero for each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

1. The parents of a student may take their daughter, no others to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social activity in the vicinity of Raleigh, the absence counts as a short Saturday night.
3. See section 4 page 41.
4. Students planning to take a parent's night file an overnight permission slip. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
5. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
6. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights. Those not having Friday night dating privileges must count such a permission as a short Saturday night.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction. See pages 12 and 13 regarding Honor Council.
2. Day students whose grades put them on the study hall list are required to study in the library during their free periods after their first class. Study Hall reports should be turned in to day student president on Friday before 1:00 p.m.
3. Day students may not go to dormitory rooms during class hours or meal hours except when accompanied by a resident student or to see a resident student or teacher.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day.
5. Day students who are campused during the week are required to be at college from 8:30 a.m. to 3:45 p.m. These students may leave campus from 1:00 to 1:45 p.m. in order to eat lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in a signed statement saying that they have made up their campus for the day. These statements will be checked by a student government official. Students will receive demerits for failure to hand in these statements.
6. Day students must attend assembly on Tuesdays and Thursday and morning chapel on Mondays, Wednesdays and Fridays.

DAY STUDENTS

B. ACADEMIC REGULATIONS (see page 47)

C. ABSENCES AND TARDIES

1. Day students have the same quota of absences as resident students. Permission to take an absence (other than for illness or unforeseen emergency) must be secured in advance.
2. When day students find that they will be absent, they should notify the Dean before classes begin.
3. Day students who are absent from class without permission or acceptable excuse will not only receive zero on the work missed but will also be subject to disciplinary action.
4. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from one of her parents. The excuse must state the exact period covered by the absence. Each day the student fails to bring this excuse she will be penalized. This excuse may be left on the Dean's desk or put in her box in Smedes.
5. Being late to the same class three times in one quarter equals one unexcused absence. Students late to class are penalized with demerits unless their lateness is excused by the Dean.
6. Day Students taking a weekend must file a parental permission in the Dean's office by Wednesday, 1:00 p.m. They do not file a weekend slip.

D. COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.

DAY STUDENTS

2. *Day students are requested to ask their parents and friends not to telephone them at the college.* In case of emergency parents may get in touch with them through the Dean. While classes are in session day students may make outgoing calls from West Rock or any other convenient dormitory. During lunch hour and after 3:45 p.m. they may use the telephone in the housekeeper's office.

E. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. When visiting dormitories at night, Day Students should leave by 10:00 p.m. Monday-Friday and by 12:00 p.m. Saturday. If day student finds it necessary to stay later than these hours, she must get permission from the Dean.

F. DAY STUDENTS' ROOM

1. Day students may smoke on the campus in the day students' room and wherever resident students may smoke.
2. Quiet must be observed in the day students' room.
3. Day students' room must be kept neat at all times.

G. PARKING

1. Day Students should be careful not to park cars where they will block traffic or beside "No Parking" signs.
2. Day students should not park directly in front of Smedes.
3. When staying overnight, students should leave their car keys to the office of the Dean, and must be registered in the guest book by a resident student.



X. ACADEMIC REGULATIONS

GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = 90-100 (Superior)

B = 80-89 (Very Good)

C = 70-79 (Good)

D = 65-69 (Passing)

F = Below 65 (Failing)

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

ACADEMIC REGULATIONS

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Students who do not meet acceptable academic standards will not be allowed to return to college the following year.

Sophomores and seniors are permitted a re-examination when the student has a passing average (65 or above) for the two quarters and makes an "F" on the final examination with a numerical evaluation of 45 or higher. No student is permitted to take more than two re-examinations. For college courses *final examination* means examinations at the end of a semester; for high school courses *final examination* means examinations at the end of the session unless a terminal course is involved.

Special attention is called to the change in the requirements for the Junior College diploma. Sec. pages 33-34 of the 1962-63 Catalogue.

B. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. Averages are computed on the grades of the credit courses only.

First and third quarter honor roll based on quarter grades.

Second and fourth quarter honor roll based on semester grades.

Year honor roll based on the two semester grades.

ACADEMIC REGULATIONS

C. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months

D. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation.

E. CLASS ABSENCES

More than 10 absences during a semester bar a student from the final examination in a 4-hour course; more than 8 in a 3-hour course; more than 5 in a 2-hour course; more than 3 in a 1-hour course.

More than 4 *unexcused* absences for a 4-hour course; more than 3 *unexcused* absences for a 3-hour course; more than 2 *unexcused* absences for a 2-hour course; more than 1 *unexcused* absence for a 1-hour course, each semester, bar a student from final examination. (In some cases permissions to take the examinations may be secured from the Academic Standards Committee.)

Unexcused absences are those not excused by the Dean or the physician.

The penalty for absences before or after holidays is doubled. In case of severe illness or serious emergencies, the Absence Committee will determine the penalty.

F. MAKE-UP WORK

Students who miss work through illness or family emergencies are required to make up that work within a week of their return to classes.

ACADEMIC REGULATIONS

Whenever this rule may work an undue hardship on the student, it is her responsibility to make a mutually satisfactory arrangement with each teacher concerned immediately upon her return to classes. Cases of protracted illness will be referred to the Academic Standards Committee.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

G. CLASS TARDINESS

Being late to the same class three times in one quarter equals one unexcused absence. Students late to class are penalized with demerits unless their lateness is excused by the Dean.

H. DEFICIENCY LISTS AND STUDY HALL

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's, or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervised Study Hall sessions — 8:30 to 11:30 A.M. Notices are posted of specified dates.

XI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club, and the two Physical Education instructors make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchesis and the Swimming Club. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

A Letter Club Banquet is held near the close of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.

ATHLETICS

4. The All-Star team is selected by the vote of all the girls on the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.
5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.

B. TENNIS

1. The front tennis courts may not be used on Sundays.
2. When going to and from the courts in shorts or gymnasium suits, students are asked to use the covered ways, not to cross the front campus.
3. Students may not wear hard-heeled shoes, bathing suits, or halters on the courts. Gym suits or white shorts with a white shirt are the desired apparel.

C. SWIMMING

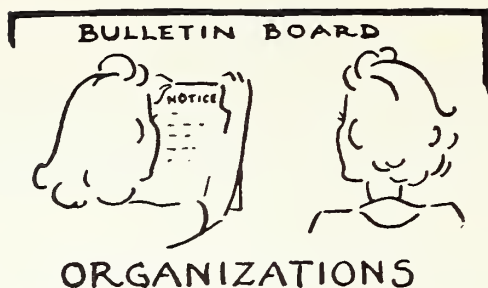
1. Students wishing to go swimming must be accompanied by a Senior Life Saver.
2. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session.
 - b. From 9:30 to 10:00 p.m.

ATHLETICS

3. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in pool.
4. Any student using the pool is subject to the general rules of behavior posted in the pool room.
5. NO ONE IS ALLOWED TO SWIM ALONE.

D. GENERAL

1. Students wishing to take riding should consult the gym instructor.
2. Underclassmen sign out on the town sheet for bowling, golf, and horseback riding.



I. HONORARY

The Order of the Circle

President

Reide Watson

"As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of co-operation among the students by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in college life and activities." The Secretary and Treasurer are to be elected in the fall.

The Beacon

President

Mary Lindsey Smith

"The Beacon is not a secret organization since the principal purposes are to promote among the high school girls a better school spirit, more co-operation, and participation in extracurricular activities."

ORGANIZATIONS

Letter Club

President

Lee Hopkins

To create interest in college sports, to foster good sportsmanship, and to take charge of extracurricular sports activities are the purposes of the Letter Club, the honor athletic society. Its members are those girls making two all-star teams or 100 points in any of the major sports.

Orchesis

President

Susan Goode

Secretary-Treasurer

Margaret Allen

Orchesis is an advanced dance group, consisting of girls who have not the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day Pageant.

II. Extracurricular Activities

Altar Guild

The Altar Guild, which has charge of preparing for chapel services, is composed of high school and college students. The President is to be appointed in the fall.

ORGANIZATIONS

Choir

Membership in the Choir is open to any student. Members are expected to attend choir rehearsals regularly. The choir vests on Sunday and special festivals. The Officers are to be elected in the fall.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive 1½ units of credit a year. The officers are to be elected in the fall.

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

Canterbury Club

The Canterbury Club is the young people's organization of the Episcopal Church. Students from various colleges in Raleigh meet together for worship, study, and fellowship on Sunday nights. St. Mary's is always well represented at these intercollegiate meetings. Any student may join. The officers are to be elected in the fall.

ORGANIZATIONS

Y. W. C. A.

President

Cornelia Fitzgerald

Secretary

Betty Pat Parsons

The Y. W. C. A. is an organization whose purpose is to help the needy. The parties for the orphanage children, evening meditation services in the Chapel during exams are some of the activities of the group.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

ORGANIZATIONS

The Doctors' Daughters' Club

All girls whose fathers are doctors are eligible for membership in the club. It is chiefly a service organization having both school and community projects. The three officers are to be elected in the fall.

STUDENT PUBLICATIONS

Editor of the STAGECOACH	Nannie Hussey
Editor of the MUSE	Rosa Beckwith
Editor of the BELLES	Sally Stevens
Editor of the Handbook	Mary Roper

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and May. The BELLES is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

The publications staffs are chosen from the college at large by the editors and the faculty advisors at the beginning of each year. Girls are urged to try out for the staffs.

At the end of each year the three editors, the business manager and outstanding members of the staffs are awarded keys for the quality and dependability of their work.

ORGANIZATIONS

"Cold Cuts"

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from washboards and combs to bongo drums, guitars, and the piano—is used. These girls, in their overalls and plaid shirts, add much school spirit to St. Mary's!

NECESSITIES

NONESSENTIAL BUT NICE

Rubber boots	Hot water bottle
Sewing box	Skirt hangers
Backrest	Sweater stretchers
Radio	Shoe bags or rack
Record player	Quilted mattress protector
Study Lamps	

REQUIRED

- Six white dinner napkins to donate to the dining room.
- One white towel to donate to the Physical Education department.
- A flashlight.
- One can of tennis balls for use in tennis class.

PLEASE NOTE: Every student will be tested on the material in this Handbook.

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BRING THIS BOOK WITH YOU

School Song

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

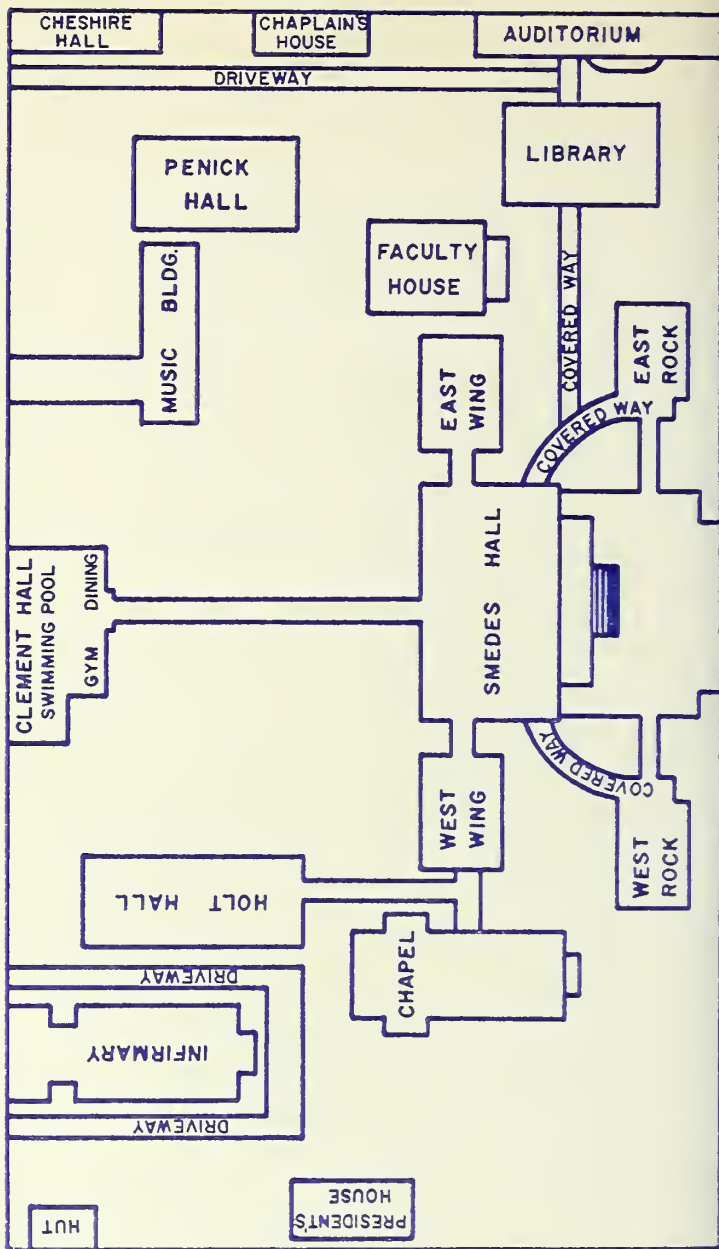
There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



ST. MARY'S JUNIOR COLLEGE

BULLETIN

Handbook Issue



1963-1964 Session

Vol. 52, No. 5



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1963-1964

Edited for

Student Government Association

By Mary Eileen Roper

ST. MARY'S JUNIOR COLLEGE BULLETIN

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July, 1963

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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 1:00 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

CALENDAR FOR 1963-64

122nd Annual Session

1963

September 11-12, Wednesday-Thursday.....	Registration of Day Students
September 16-19, Monday-Thursday.....	Registration of Boarding Students; testing; matriculation all students
September 20, Friday.....	First semester classes begin
October 16, Wednesday.....	Annual Meeting of the Board of Trustees
October 17, Thursday	Faculty Reception
November 27-December 1.....	Thanksgiving holiday begins at 1:00 P.M. Wednesday and ends at 10:00 P.M. Sunday
December 19, Thursday.....	Christmas vacation begins at 12:30 P.M.

1964

January 2, Thursday.....	Resident students report by 10:00 P.M.
January 27-31.....	First semester examinations
February 5, Wednesday.....	Second semester classes begin
March 26, Thursday.....	Spring vacation begins at 12:30 P.M.
April 1, Wednesday.....	Spring vacation ends, 10:00 P.M.
May 2, Saturday.....	Alumnae Day and May Day
May 23-28.....	Second semester examinations
May 29, Friday	Commencement Play
May 30, Saturday.....	Class Day
May 31, Sunday.....	Baccalaureate, 11:00 A.M.
June 1, Monday	Commencement, 10:30 A.M.

The dining room is closed at all scheduled vacation periods.

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a resident chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

Welcome to St. Mary's! All of us at St. Mary's are looking forward to your arrival and to many new friendships with you.

The life into which you are about to enter will naturally seem a little strange at first. You will have new friends to make and new regulations and traditions to learn. However, you will soon find that St. Mary's is a warm atmosphere of friendliness and sincerity that is found in all girls, faculty, and staff; and these people are eager to help you feel apart of St. Mary's.

The first week of school, Orientation Week, is planned especially for you. There will be parties and picnics in order that you may get to know the faculty and students. Each of you will have a "big sister" and two senior counselors who will be on hand to help you with any problems or questions you may have.

Upon arriving at St. Mary's, you will become a member of the Student Government Association. As a member you are under oath to uphold the Honor Code of St. Mary's at all times and to cooperate in fulfilling the responsibilities of your student government. We are extremely proud of this organization, but its success depends upon the interest and support of each and every girl. This is your responsibility and one of which you must be constantly aware from your first day at St. Mary's until your last.

WELCOME

What you gain from your life at St. Mary's depends upon you and your attitude toward her ideals. If you are conscientious in your work, enthusiastic in your extra-curricular activities, and thoughtful of those with whom you will be living, your life at St. Mary's will be immensely rewarding.

Believe in St. Mary's and give her your best. In doing this you will grow to love and honor her as we and the many girls who have gone before us do.

Sincerely,

ROSES WATSON, *President*

Student Government Association

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of college spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home.

The Old Girl—New Girl Reception during Orientation Week gives the new girls an opportunity to meet the faculty. Each Big Sister accompanies a new girl to the party.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor and in the dining room; the other classes assist with paging duties. Early in the morning of the day Christmas holidays begins, seniors sing Christmas carols to the faculty and friends of the school. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's ... the kicking post on the path to Hillsboro Street, which assures one of that special letter the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a formal dinner in the dining room at Thanksgiving and Christmas. We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. The athletic banquet given at the end of the college year is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas and Mus.

One of the most beautiful parts of Commencement is the "step-singing" in which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Roses Watson
Vice-President	Bet Taylor
Secretary	Tay Ashford
Honor Council	
Senior Class	Gretchen Craig
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Alice DuPre
Secretary of the Hall Council	Nancy Dame
President of the Day Students	Elsie Ives

OTHER CAMPUS OFFICERS

Chairman of Assembly	Clare Garder
Chairman of Legislative Body	Bet Taylor
Editor of the Handbook	Jane DeLoach
Editor of the <i>Stagecoach</i>	Carolyn Brown
Editor of the <i>Belles</i>	Betsy Rose
Editor of the <i>Muse</i>	Clare Loy
Chief Marshal	Ann Hundle

Athletic Association

Sigma Club

President	Monica Goubau
Vice-President	Lisa Sor

Mu Club

President	Marilyn Stadl
Vice-President	Martha Weel

Letter Club

President	Helen Watson
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HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This is mandatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. Furthermore a student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT

Each St. Mary's Junior College Student is expected to exercise and maintain at all times and places the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that may occur at any time while the student is registered at St. Mary's.

I. STUDENT GOVERNMENT COUNCILS

A. HONOR COUNCIL

1. The Honor Council is composed of the President, Vice-President, and Secretary of the Student Government Association, the President of the Day Students, one representative of the senior class, three representatives of the junior class, one sophomore elected by the underclassmen, and one Day Student representative.
2. The Honor Council deals with the following offenses:
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body,

STUDENT GOVERNMENT COUNCILS

to report herself. If she is not willing to accept this dual responsibility, she does not belong at St. Mary's and may be expelled by the Honor Council.

3. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction, and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselor for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council through its two divisions—the Minor Offense Committee and the Disciplinary Committee—has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Council.
3. The Disciplinary Committee of the Hall Council deals with library offenses and issues penalties in cases referred to it by the Honor Council. It deals with serious violations of student regulations and rules of personal conduct which are not under the jurisdiction of the Honor Council.

STUDENT GOVERNMENT COUNCILS

4. The Minor Offense Committee of the Hall Council issues penalties for offenses which are not under the jurisdiction of the Disciplinary Committee.
5. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.
- 1) An accumulation of five demerits within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by 5:00 P.M. every Monday. A week's campus for accumulation of demerits begins on Tuesday and continues through the following Monday.
- 2) Campus slips other than by accumulation of demerit may be given by a hall counselor or by the Dean, or by the Disciplinary Committee. If a girl receives a campus slip at night from her hall counselor, her stay on campus must begin the next day. A girl campused by Hall Council or Disciplinary Committee will start her campus on the following Monday. Any girl who is granted permission to break campus over a week-end must make up this campus on the *two* following week-ends.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details see the Constitution under Legislative Body.

OFFICE POINT SYSTEM

(as set up by the Honor Council)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the *Stage Coach*.

Editor of the *Belles*.

6 Points

Honor Council Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Assembly Programs.

Chief Marshal.

Editor of the *Muse*.

POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Canterbury Club.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, *Stage Coach*.

Secretary of Legislative Body

Fire Captain.

Editor of the Handbook.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

* Ex-officio members of any organization do not receive points

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.—Fri.	Saturday	Sunday
8:30 a.m.- 12:55 p.m.	7:00 a.m.- 12:30 p.m.	2:00- 3:30 p.m.
1:45- 5:00 p.m.	11:00 p.m.-	7:30- 9:30 p.m.
7:00- 9:30 p.m.	9:00 a.m.	10:00 p.m.
10:00 p.m.- 7:00 a.m.		7:00 a.m.

The above hours, except for the Sunday quiet hour and closed study period, must be observed as moderate quiet periods out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise has the right to request that the noise be stopped.

1. Monday-Saturday Quiet Hour

Quiet should be maintained during class hours, especially on Lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m.-3:30 p.m.

b. A girl must spend the whole of quiet hour in one place; she may not move from room to room during this period. **One who has been off campus and returns during this time must go to the library or remain in the parlor.**

3. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so. A student must sign up with her counselor when she wishes to study in any place other than her room.

DORMITORY REGULATIONS

- c. Classrooms, except those in Cheshire, may be used by students during closed study. Students may not use a faculty member's desk, and rooms must be left in order.

Counselors are allowed to spend closed study hall in another Senior's room.

4. Making Up Closed Study

- a. Students who make up closed study in the afternoon in order to have an evening permission must leave a statement in the *IN* basket giving the hours and place of study. Closed study must be made up before 7:30 p.m. in the library, the music building, or a classroom.
- b. Underclassmen who have made up supervised study hall must leave a signed statement to that effect in the *IN* basket before 7:30 p.m.
- c. Girls who have a B⁺ average for the preceding quarter or semester are excused from all formal making-up of closed study.
- d. Girls who have a B average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.

B. DO NOT DISTURB:

This sign is given to each girl and *must not be crossed* except by a teacher, a counselor on official business, or an Honor Council member. *Any student violating this rule will be called before the Hall Council.* Students are warned to use this sign only for sleeping, studying, or legitimate privacy.

C. NIGHT OFF HALL

- 1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with the counselor of another hall for the entire night during the week for study purposes, provided that each hall has two counselors and that one of these counselors rooms on that hall.

D. AFTER CLOSING HOURS

1. Girls returning to the dormitory after closing hours may be admitted *only* by a member of the faculty, a hall counselor, or a hall representative.

E. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Any one violating this rule will be assessed for the damage done.**
- c. Counselors or hall representatives file room inspection reports weekly in the office of the Dean of Students.

2. Hall Regulations

a. Underclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)

10:00 p.m.—Be on own hall.

10:15 p.m.—Be in own rooms.

10:30 p.m.—Lights out.

* 11:00 p.m.—All lights out.

* Sophomores may keep their lights on until 11:00 p.m. on Sunday nights—Freshmen have lights out at 10:30 p.m.

(2) Saturday

11:00 p.m.—Be on own hall and quiet.

11:30 p.m.—Lights out.

DORMITORY REGULATIONS

b. Upperclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday).

10:00 p.m.—Be on own hall and quiet. (unless dating).

11:00 p.m.—Be in own rooms.

(2) Saturday

12:00 M—Be on own hall and quiet.

12:30 a.m.—Be in own rooms.

F. LATE LIGHTS

1. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 6. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; the total time per month must not exceed 4 hours for Freshmen and 6 hours for Sophomores; no late light must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, *etc.*, must have lights out thirty minutes after returning.

G. GUESTS

1. Students may have guests for the week end (Friday and Saturday nights) provided there is a vacant place available for each guest. **No guest may visit during the Midyear or Final Examination periods.** Register guests in the Dean's office in the guest book by 1:00 p.m. Saturday.
2. Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.
3. Permission for guests in the dining room may be obtained from the Dean's office. Guests are to be signed up on meal list.

DORMITORY REGULATIONS

4. Guests must observe the regulations of the college including chapel attendance and dating rules. Car keys must be left in the Dean's office over night.

H. FIRE DRILLS

The signal for fire drills is the siren and a series of short rings of the bell.

1. Turn on lights.
2. Close windows.
3. Take towel (bath) and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Fire Captain.
9. Return to hall at signal of siren.
10. Quiet must be maintained during the whole drill.
11. Post these rules in your room immediately.

For Fire Protection reasons the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage etc., at all times.

I. CIVIL DEFENSE DRILLS

Under the supervision of The Faculty Civil Defense Committee detailed instructions are issued to all campus personnel, resident and non-resident, relative to procedures to be followed in the event of any major disaster. Drills are held periodically at the discretion of The Committee.

II. GENERAL CAMPUS REGULATIONS

I. CHAPEL AND ASSEMBLY

Chapel services are on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend and take her assigned place. Students must wear regulation black Chapel caps (2 week campus for unexcused absence.)

On Sundays at 10:40 a.m. and 5:15 p.m. students assemble in classrooms before going to Chapel.

Students should maintain a spiritual atmosphere in Chapel and observe quiet.

Student Assembly is in the Auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.

Proctors, appointed by the Chairman of the Hall Council, report absences and tardies from Chapel and Assembly. A proctor who fails to report absences receives demerits.

Tardiness to Chapel and Assembly is penalized with demerits.

Students must not take books, paper, pencils, newspapers or mail into assembly or chapel.

Students should refrain from talking, knitting or sleeping during concerts, lectures or assembly.

II. MARSHALS

Chief Marshal Ann Hundley

Marshals — Anne Chamberlain, Clare Garden, Frances Leonard,
Gwendolyn Nolan, Eleanor Stowe.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before Commencement. The marshals take the offering in chapel, lead chapel lines, act as ushers at entertainments in the auditorium, and in general maintain order at student body gatherings.

III. DATES ON CAMPUS.

Comply with hours on pages 33 and 35.

GENERAL CAMPUS REGULATIONS

D. MEALS

1. Breakfast Monday-Friday is compulsory for all students.
2. All meal cuts and reservations must be signed for 24 hours in advance.
3. *Upperclassmen* have unlimited meal cuts Monday-Friday.
Sophomores have 4 meal cuts Monday-Friday.
Freshmen have 3 meal cuts Monday-Friday.

Reservations	Cancellations
1. Saturday breakfast through Sunday breakfast.	1. Any weekly meal cuts.
2. Upperclassmen Friday dinner.	2. Sunday dinner and Sunday supper.

4. Upperclassmen in groups of 4 or more may go to the Little Store for Sunday night supper.
5. Counselors may go to the Little Store for breakfast on Sunday.
6. When a student files special or week-end permission she automatically receives meal cuts for those meals she misses, and she must not sign the meal cancellation list.

E. SMOKING

1. Students may smoke in their own dormitory rooms if they have adequate ash trays and metal waste baskets. Cigarette butts should not be thrown away on halls and stairways.
2. Students may smoke in the Hut, and in the music studio of any teacher who so permits.
3. STUDENTS MUST NOT SMOKE IN OR ON A BED.
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. Students may not smoke either in Cheshire or in ANY PART OF THE LIBRARY BUILDING.
6. Students may not smoke in a classroom during classes or at any other time.

GENERAL CAMPUS REGULATIONS

F. TELEPHONE

The college switchboard is open in accordance with the schedule below.

There is no night operator on duty from 10:10 p.m. to 8:00 a.m. The only line is to the Dean's office. **All calls after 10:10 p.m. have to be answered in the Dean's Office.** Therefore students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.

When the switchboard is closed, parents may call the Dean, the President, or the Infirmary if emergency necessitates.

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00- 8:30 a.m.	9:30 a.m.-12:55 p.m.	9:00-10:30 a.m.
10:50-11:00 a.m.	1:30-5:55	12:15-12:55 p.m.
1:30- 1:45 p.m.	6:30-10:10	3:30-5:15
Fri. 1:30-2:00 p.m.		6:30-10:10
3:30-5:55 pm.)		
3:45- 5:55		
6:30- 7:25		
9:30-10:10		

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

- No calls are to be made from hall to hall or from dormitory to dormitory.
- Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday.

GENERAL CAMPUS REGULATIONS

2. Outgoing Calls

- a. Only seniors may call out during study hall 7:30-9:30 p.m.
- b. No student may call out during Sunday Quiet Hour.
- c. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
- d. Long distance calls must be made before 10:00 p.m. and **only on pay telephones**. Special telephone permissions must come from the Dean.

3. Incoming Calls

- a. No calls are put through to the dormitories until 9:30 a.m. on Saturdays.
- b. No calls to dormitories between 10:10 p.m. and 8:00 a.m.
- c. **Out of consideration for the Dean, please inform parents and friends not to call after 10:10 p.m. or before 8:00 a.m. All calls during these hours ring her office.**
- d. Students are not called out of class to receive calls.

G. INFIRMARY

1. Except in emergency, the infirmary is open only during the following hours:

7:30 a.m.-1:00 p.m.

1:30-2:00 p.m.

4:00-6:00 p.m.

6:30-7:30 p.m.

9:30-9:45 p.m. (*only if necessary*)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a *faculty or staff member*.

GENERAL CAMPUS REGULATIONS

2. Each resident student is expected to report to the College Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the college physician determines that her illness warrants treatment by her family physician in which case written authorization for her departure will be issued to the Dean of Students from the college Physician. If a parent insists upon taking the student home without such authorization, class absences will be unexcused and grades lowered accordingly. This rule will also apply if a student goes home for treatment by her dentist or any other doctor without authorization from the Infirmary.
3. Parents will be notified of a student's admission to the infirmary if the illness is a long one. If severity of the condition requires it, notification will be made immediately. No student should call the parents of a sick girl without permission from the Dean of Students.
4. Any student too sick to attend classes must go to the infirmary. If infirmary is closed, see the Dean.
5. Students leaving church, classes, assemblies, and concerts in the auditorium must report to the infirmary immediately.
6. Students missing morning class on account of sickness must remain in the infirmary until 12:45 p.m.; students entering the infirmary after 12:00 noon are required to stay until 5:45 p.m.
7. If a student stays in the infirmary during a Friday morning or afternoon she may not leave the campus until Saturday. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
8. If a student is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.
9. *Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.*

GENERAL CAMPUS REGULATIONS

10. Students must not have their books and papers in the infirmary under 48 hours without special permission from the nurse. All prescriptions must go through the infirmary. No prescription may be charged without special permission from the Nurse.
11. *Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.*
12. Students are not allowed to call the infirmary, or college doctor or office or home, without special permission from the Dean, Nurse or Doctor.
13. Parents and friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

H. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. Names of students who have overdue books, or who owe library fines, are posted each morning on the library bulletin board in the East covered way for resident students, and on the day students' bulletin board for the day students. Students are expected to consult these bulletin boards *each morning*, and, when the names are posted, to report to the librarian *that same day* at the first opportunity. Failure to return an overdue book or pay a fine within one week, as well as failure to return a reserve book BY 5 P.M. ON SUNDAY, subjects the student to a Disciplinary Committee penalty.

GENERAL CAMPUS REGULATIONS

3. When the student body is attending an evening program, reserve books may be taken out 15 minutes before assembly.
4. The following library offenses are dealt with by the Disciplinary Committee of The Hall Council when the offense is of a very serious nature. Otherwise by The Minor Offense Committee of the Hall Council:
 - a. Taking a *reference* book from the library.
 - b. Taking a book from the library *without leaving its signed card*.
 - c. Taking a book from the reserve shelf without signing the green card and leaving it at the desk.
 - d. Mutilation of any library property, such as marking in books, clipping newspapers, or defacing furniture.
5. Ink, Food, Cokes, *etc.* are not to be brought into the library, nor left on library premises.
6. During the first week of college, all students are required to read and know posted library regulations.

DANCES

1. College Dances
 - a. *Class presidents and other students who have duties connected with planning a dance must not make commitments* about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.
2. To attend campus dances, visiting girls must have permission from the chief dance marshal and the president of the group giving the dance.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-1:00 p.m.
Saturday.....8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store at 10:30 a.m.
4. All money (except a small amount of change) should be deposited in the college bank.

B. POST OFFICE

1. Stamps are sold Monday-Friday, 8:00-8:25 a.m. and 1:30-1:45 p.m. and Saturday, 8:00-12:15 p.m.
2. Mail comes in at 7:25 a.m., 10:30 a.m., and 4:30 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday and at 7:45 a.m. on Sunday.
4. Packages to be mailed and express must be taken to the Post Office: 11:00-1:00 p.m., Monday through Friday, and 9:00-10:00 a.m., Saturday.
5. Parcel post and express may be sent out and received during the store hours.

C. THE RECREATION HUT

1. Suppers, picnics and meetings may be held in the Hut, provided that permission is granted by the Dean in advance.
2. Students may date in the Hut during afternoon dating hours on Friday and Saturday nights provided that two or more couples are present and provided that the Hut has not been engaged for another college activity. The use of the Hut is not restricted to two couples.
3. Users must sign the Hut Calendar in the Dean's office and notify the housekeeper in advance.

SPECIAL SPOTS

4. Users of the Hut check in with parlor hostess after dating Friday and Saturday nights.
5. Users of the Hut must leave it clean and orderly.

D. SUN PORCH REGULATIONS*

1. Sunbathing is restricted to the sunporch. Doorways and windows are not used for sunbathing.
2. Girls must sign up on the chart in the covered way when the Chairman of Hall Council has designated that the porch is open.
3. *Only thirty girls* on the porch at one time.
4. Staying limit: one hour in one day.
5. Sun porch may not be used during examination week or on Sundays.
6. *Reasonable quiet* necessary.
7. No food, bottled drinks, or smoking.
8. No standing on the rail.
9. Articles brought on roof must be taken back to owner's room.
10. Rooms passed through must not be disturbed.

E. HOLT, PENICK AND SMEDES KITCHENS

1. Girls who cook in Holt, Penick and Smedes kitchens must sign for use in advance.
2. Penick kitchen is for seniors only.
3. Girls *must* leave the kitchens *in order*.
4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.

* Sunburn does not excuse a student from class preparation, attendance, or participation.

SPECIAL SPOTS

5. Kitchens may not be used during the first or second semester examination period, or during Commencement. (Exception: the use of the refrigerators as posted.)

V. CAMPUS AIDS

1. For train and plane reservations please see Miss Jordan.
2. For lost and found articles and room equipment please see the housekeeper, and also the bulletin board in the covered way.
3. The college laundry provides weekly service for linens and simple clothing.
 - a. No provision is made for fine laundry.
 - b. Each girl is allowed an average of \$2.00 a week for laundry.
 - c. A name tape must be **sewn on** every article being sent to the laundry.

VI. MISCELLANEOUS

1. Old girls have room preference until March 1.
2. Students are responsible for reading the bulletin board notices every day.
3. Personal notices should be answered either immediately or at the time specified.
4. The *Dean's List* is a notice posted in the Covered Way. Students who are requested to see the Dean should do so at time specified.
5. Do not chew gum on any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Underclassmen must sign out whenever they leave campus.

A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are counted as town permissions.

Weekdays	Saturday	Sunday
a. Town permission 11:00-6:00 or 6:30 if in group of four taking a meal cut.	a. Town permission 9:00 a.m.-6:00 p.m. or 6:30 if in group of four taking a meal cut.	a. Single dating after church until 5:00 p.m.
b. Dating 5:00-6:00 p.m. 4:00-6:00 p.m. (Fri.)	b. Dating 12:30-11:00 p.m. Sophomores may single date until 7:00 p.m. Sophomores may single date until 11:30 p.m. after the first quarter.* Freshmen may single date until 6:00 p.m.	b. Sophomores in groups of four may go to the Little Store until 7:00 p.m.
c. Sophomores in groups of four may go out to supper on Friday nights until 7:25 p. m.	* Except new sophomores	

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.

OFF-CAMPUS REGULATIONS

4. Every returning sophomore will be put on the U.D.L. at the opening of school unless there is a special conduct reason for her being kept off.
5. For Saturday night dating during the first quarter, all underclassmen must sign out and in with an upperclassman or a person on the U.D.L. † The upperclassman may go out again until 12:00 p.m.
6. After the first quarter, underclassmen may double date Saturday night with girls of their own class.
7. Three or more freshmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by an upperclassman.
8. Sophomores are allowed to go out on Saturday nights in groups of four until 10:30 p.m. provided that one of these four girls is on the U.D.L.
9. An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.
10. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided that they double date after 6:00 p.m.
11. Two or more underclassmen may go out on Sunday afternoon after church until 5:00 p.m.
12. Two or more underclassmen may go downtown together in the afternoons.
13. Underclassmen may get special permission from the Dean to date with day students.

† Underclassmen's Date List, compiled by the Dean.

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of two taking meal cuts.	a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.	After church until 5:00. 6:00-11:00 p.m.
b. Dating Mon.-Thurs. 5:00- 6:00 p.m. (Seniors may date until 7:30 p.m.) Friday 4:00-11:00 p.m. (Juniors may not date on Friday night until 1st quarter grades are in.)	b. Dating After classes until 12:00 m. (12:30 for formal dances)	

Upperclassmen:

1. have unlimited town permissions.
2. must sign out when they plan to return to college after 6:00 p.m.
3. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00 p.m.
4. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

C. GENERAL REGULATIONS

1. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.

OFF-CAMPUS REGULATIONS

2. Girls must not go into hotels unchaperoned except by special permission from the Dean.
3. There must be at least two St. Mary's girls at a fraternity house. All fraternity houses must be approved by the Dean.
4. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.
5. **Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.**
6. Little Store (neighborhood stores and lunch counters)
 - a. Students may go to the Little Store on Saturday for any meal.
 - b. See Meals, page 24.

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filed by students taking weekends, extended Saturday nights, short Friday nights, short Saturday nights, and parent's nights.
2. These slips must be filed by 1:00 p.m., two days before departure. File slips in box in covered way.
3. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS**. Telephone invitations and permissions must be given **DIRECTLY TO THE DEAN'S OFFICE**.
4. Permissions and invitations must be in by 1:00 p.m., two days before departure—Wednesday 1:00 p.m. for Friday
Thursday 1:00 p.m. for Saturday

OFF-CAMPUS REGULATIONS

II. Blue Date Slips

1. Date slips must be filed by 8:00 p.m. on Saturday in the covered way.

III. Special Permission Slips

1. Special Permission Slips are to be filed for any absence other than weekend dating and overnights.
2. These slips involving absence for Saturday must be filed by 1:00 p.m. Friday; for Sunday by 1:00 p.m. Saturday. Students receiving late invitations may go to the Dean's office during office hours.
3. Students attending a dance with late permission, or attending a cabin party must file Special Permission Slips.
4. Underclassmen must file this slip for any permission which involves going out of town for the day.

REMEMBER: On all slips, write your last name first.

SEE: page 18 for information on making up closed study hall.

E. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on *long trips*.
 - b. to fly in non-commercial (private) planes.
 - c. for underclassmen requesting late dance permission.

VIII. WEEK-END ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

A. DEFINITIONS:

1. *Weekends* begin after classes on Friday and end on Sunday at 10:00 p.m.
2. *Senior Long Weekends* begin either after classes on Thursday and end Sunday at 10:00 p.m. or on Friday after classes and end Monday at 10:00 p.m.
3. *Short Saturday Nights* begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.
4. *Extended Saturday Nights* begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.
5. *Senior Short Friday Nights* begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend.
6. *Parent's Nights* begin after classes and end in time for classes the next morning, otherwise by 10:30 a.m., including Saturday and Sunday. See section E, page 42.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

B. HOLIDAYS

A student who overstays her permission may not be allowed to return. For every day missed before or after a vacation, one day will be subtracted from a week-end or overnight privilege and the student receives double zeroes for each class missed.

C. WEEK-END ABSENCES — QUOTA

1. Seniors

a. First semester:

2 weekends

2 extended Saturday nights

unlimited short Saturday nights

b. Second Semester:

1 long weekend

2 weekends

2 extended Saturday nights

2 short Friday nights (can only be taken by Seniors having a B average for the preceding quarter)

7 short Saturday nights

WEEK-END ABSENCES — QUOTA

2. Juniors

a. First semester :

- 2 extended Saturday nights
- 4 short Saturday nights
- 1 weekend

b. Second semester:

- 2 weekends
- 3 extendeds
- 2 short Saturday nights

3. Commercial

Commercial students have Junior privileges.

4. Underclassmen

a. First semester:

Freshmen:	Sophomores:
1 extended	2 extendeds
3 short Saturday Nights	2 short Saturday Nights

b. Second semester:

- 2 weekends
- 1 extended
- 2 short Saturday nights

D. GENERAL

1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.

WEEK-END ABSENCES

2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. *All permissions and invitations must be sent directly to the Dean.*
3. With permission from the Dean, a student may take a week end or a long week end on campus. During this time she is excused from her classes but not from weekday or Sunday chapel services or required programs. A student who is campused may not take a week end on campus.
4. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations. A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh. When college is in session, students may *under no circumstances* attend parties in the vicinity of Raleigh that have not been approved by the Dean.
5. On the night of a St. Mary's dance, *no student may take a parents night in Raleigh.*
6. No week end or extended Saturday night is granted:
 - a.) on orientation week end.
 - b.) until after the pageant on May Day.
 - c.) for underclassmen who must continue to remain at college for the four supervised Saturday study halls.

WEEK-END ABSENCES

7. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
8. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
9. A student returning late or going to the infirmary *because of fatigue* on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and receive zero for each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

1. The parents of a student may take their daughter, no other students, to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social activity in the vicinity of Raleigh, the absence counts as a short Saturday night.
3. See section 4 page 41.
4. Students planning to take a parent's night file an overnight permission slip. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
5. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
6. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights. Those not having Friday night dating privileges must count such a permission as a short Saturday night.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction. See pages 13 and 14 regarding Honor Council.
2. Day students whose grades put them on the study hall list are required to study in the library during their free periods after their first class. Study Hall reports should be turned in to day student president on Friday before 1:00 p.m.
3. Day students may not go to dormitory rooms during class hours or meal hours except when accompanied by a resident student or to see a teacher.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day.
5. Day students who are campused during the week are required to be at college from 8:30 a.m. to 3:45 p.m. These students may leave campus from 1:00 to 1:45 p.m. in order to eat lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in a signed statement saying that they have made up their campus for the day. These statements will be checked by a student government official. Students will receive demerits for failure to hand in these statements.
6. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays, Wednesdays and Fridays.
7. All Day students should make an effort to attend all Student Government meetings unless excused by the President of the Day students.

DAY STUDENTS

8. Day students should attend all Day student meetings unless excused by the President of the Day students.

B. ACADEMIC REGULATIONS (see page 47)

C. ABSENCES AND TARDIES

1. Day students have the same quota of absences as resident students. Permission to take an absence (other than for illness or unforeseen emergency) must be secured in advance.
2. When day students find that they will be absent, they should notify the Dean before classes begin.
3. Day students who are absent from class without permission or acceptable excuse will not only receive zero on the work missed but will also be subject to disciplinary action.
4. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from one of her parents. The excuse must state the exact period covered by the absence. Each day the student fails to bring this excuse she will be penalized. This excuse may be left on the Dean's desk or put in her box in Smedes.
5. Being late to the same class three times in one quarter equals one unexcused absence. Students late to class are penalized with demerits unless their lateness is excused by the Dean.
6. Day Students taking a weekend must file a parental permission in the Dean's office by Wednesday, 1:00 p.m. They do not file a weekend slip.

D. COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.

DAY STUDENTS

2. *Day students are requested to ask their parents and friends not to telephone them at the college.* In case of emergency, parents may get in touch with them through the Dean. While classes are in session day students may make outgoing calls from West Rock or any other convenient dormitory. During lunch hour and after 3:45 p.m. they may use the telephone in the housekeeper's office.

E. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. When visiting dormitories at night, Day students should leave by 10:30 p.m. Monday-Thursday, 11:00 p.m. Friday, and 12:00 p.m. Saturday. If a day student finds it necessary to stay later than these hours, she must get permission from the Dean.

F. DAY STUDENTS' ROOMS

1. Day students may smoke on the campus in the day students' locker room and wherever resident students may smoke.
2. Day students may not smoke in Day students' study room.
3. Reasonable quiet must be observed in the Day student's locker room.
4. Library quiet must be observed in the Day Students' study room.
5. Day students' rooms must be kept neat at all times.

G. PARKING

1. Day Students should be careful not to park cars where they will block traffic or beside "No Parking" signs.
2. Day students should not park directly in front of Smedes.
3. When staying overnight, students should leave their car keys in the office of the Dean, and must be registered in the guest book by a resident student.



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = 90-100 (Superior)

B = 80-89 (Very Good)

C = 70-79 (Good)

D = 65-69 (Passing)

F = Below 65 (Failing)

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

ACADEMIC REGULATIONS

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Students who do not meet acceptable academic standards will not be allowed to return to college the following year.

Sophomores and seniors are permitted a re-examination when the student has a passing average (65 or above) for the two quarters and makes an "F" on the final examination with a numerical evaluation of 45 or higher. No student is permitted to take more than two re-examinations. For college courses *final examination* means examinations at the end of a semester; for high school courses *final examination* means examinations at the end of the session unless a terminal course is involved.

Special attention is called to the change in the requirements for the Junior College diploma. See pages 32-33 of the 1963-64 Catalogue.

B. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. Averages are computed on the grades of the credit courses only.

First and third quarter honor roll based on quarter grades.

Second and fourth quarter honor roll based on semester grades.

Year honor roll based on the two semester grades.

ACADEMIC REGULATIONS

C. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months

D. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation.

E. CLASS ABSENCES

More than 10 absences during a semester bar a student from the final examination in a 4-hour course; more than 8 in a 3-hour course; more than 5 in a 2-hour course; more than 3 in a 1-hour course.

More than 4 *unexcused* absences for a 4-hour course; more than 3 *unexcused* absences for a 3-hour course; more than 2 *unexcused* absences for a 2-hour course; more than 1 *unexcused* absence for a 1-hour course, each semester, bar a student from final examination. (In some cases permissions to take the examinations may be secured from the Academic Standards Committee.)

Unexcused absences are those not excused by the Dean or the physician.

See Infirmary Regulations regarding class absences due to illness—page 27.

The penalty for absences before or after holidays is doubled. In case of severe illness or serious emergencies, the Absence Committee will determine the penalty.

MAKE-UP WORK

Students who miss work through illness or family emergencies are required to make up that work within a week of their return to classes.

ACADEMIC REGULATIONS

Whenever this rule may work an undue hardship on the student, it is her responsibility to make a mutually satisfactory arrangement with each teacher concerned immediately upon her return to classes. Cases of protracted illness will be referred to the Academic Standards Committee.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

G. CLASS TARDINESS

Being late to the same class three times in one quarter equals one unexcused absence. Students late to class are penalized with demerit unless their lateness is excused by the Dean.

H. DEFICIENCY LISTS AND STUDY HALL

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's, or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervised Study Hall sessions—8:30 to 11:30 A.M. prior to Christmas and Spring vacations and prior to Midyear and Final examinations.

XI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club, and the two Physical Education instructors make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchesis and the Swimming Club. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

A Letter Club Banquet is held near the close of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.

ATHLETICS

4. The All-Star team is selected by the vote of all the girls on the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.
5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.

B. TENNIS

1. The front tennis courts may not be used on Sundays.
2. When going to and from the courts in shorts or gymnasium suits, students are asked to use the covered ways, not to cross the front campus.
3. Students may not wear hard-heeled shoes, bathing suits, or halters on the courts. Gym suits or white shorts with a white shirt are the desired apparel.

C. SWIMMING

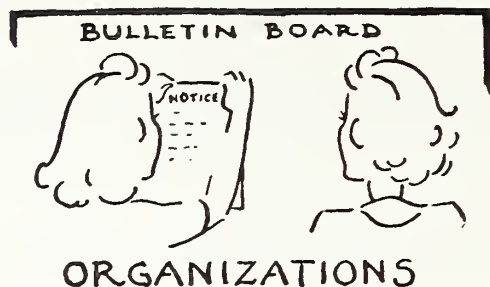
1. Students wishing to go swimming must be accompanied by a Senior Life Saver.
2. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session
 - b. From 9:30 to 10:00 p.m.

ATHLETICS

3. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in pool.
4. Any student using the pool is subject to the general rules of behavior posted in the pool room.
5. NO ONE IS ALLOWED TO SWIM ALONE.

D. GENERAL

1. Students wishing to take riding should consult the gym instructor.
2. Underclassmen sign out on the town sheet for bowling, golf, and horseback riding.



I. HONORARY

The Order of the Circle

President

Ibis Pontor

"As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of co-operation among the students by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in college life and activities." The Secretary and Treasurer are to be elected in the fall.

The Beacon

President

Alice Trip

"The Beacon is not a secret organization since the principal purpose are to promote among the high school girls a better school spirit, more co-operation, and participation in extracurricular activities."

ORGANIZATIONS

Letter Club

President

Helen Watson

To create interest in college sports, to foster good sportsmanship, and to take charge of extracurricular sports activities are the purposes of the Letter Club, the honor athletic society. Its members are those girls making two all-star teams or 100 points in any of the major sports.

Orchesis

President

Jane DeLoach

Secretary-Treasurer

Suzanne Nagel

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day Pageant.

Caperettes

President

Mary Block

The Caperettes, organized in the fall of 1962, offers advanced tap dance training. The members learn the latest jazz steps as well as old familiar types such as the Soft Shoe. They aim for precision and accuracy.

ORGANIZATIONS

II. Extracurricular Activities

Altar Guild

The Altar Guild, which has charge of preparing for chapel services, is composed of high school and college students. The President is to be appointed in the fall.

Choir

Membership in the Choir is open to any student. Members are EXPECTED to attend choir rehearsals regularly. The rehearsals are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special festivals. The Officers are to be elected in the fall.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year. The officers are to be elected in the fall.

ORGANIZATIONS

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

Canterbury Club

The Canterbury Club is the young people's organization of the Episcopal Church. Students from various colleges in Raleigh meet together for worship, study, and fellowship on Sunday nights. St. Mary's is always well represented at these intercollegiate meetings. Any student may join. The officers are to be elected in the fall.

Y. W. C. A.

President	Kim Marsden
Secretary	Panthea Twitty

The Y. W. C. A. is an organization whose purpose is to help the needy. The parties for the orphanage children and evening meditation services in the Chapel during exams are some of the activities of the group.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The four officers are to be elected in the fall.

ORGANIZATIONS

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

The Doctors' Daughters' Club

All girls whose fathers are doctors are eligible for membership in the club. It is chiefly a service organization having both school and community projects. The three officers are to be elected in the fall.

C. C. U. N.

The Collegiate Council for the United Nations is an organization which strives to create an awareness of and appreciation for the United Nations. The small discussion group tries to stimulate interest in international events and to make a study of world problems. Each year the organization sends delegates to a regional Mock General Assembly to voice the opinions of a particular country.

ORGANIZATIONS

Student Publications

Editor of the STAGECOACH	Carolyn Broun
Editor of the MUSE	Clare Loyd
Editor of the BELLES	Betsy Ross
Editor of the Handbook	Jane DeLoach

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and May. The BELLES is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

The publications staffs are chosen from the college at large by the editors and the faculty advisors at the beginning of each year. Girls are urged to try out for the staffs.

At the end of each year the three editors, the business manager and outstanding members of the staffs are awarded keys for the quality and dependability of their work.

"Cold Cuts"

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from washboards and combs to bongo drums, guitars, and the piano—is used. These girls, in their overalls and plaid shirts, add much school spirit to St. Mary's!



NECESSITIES

Gloves, hats and conservative dresses or suits for church.

Gloves and appropriate dresses for concerts.

Dresses or suits, with heels, for Sunday dinner.

Casual dresses, with flats, for week day dinner.

Sports clothes for picnics and study hours.

Loafers, skirts, sweaters, and blouses for class.

A raincoat and heavy coat

A White Dress to be worn at commencement time, for Class Day and Graduation (All Classes)

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets

Towels

Pillow

Tennis racquet and shoes

Sheets — six as a minimum

Study lamp

Pillow cases

Name tapes

Bedspreads — one pair

Laundry bags — at least two

Quilted mattress protector

Bathing cap

Alarm clock — imperative for each room!

NECESSITIES

NONESSENTIAL BUT NICE

Rubber boots	Hot water bottle
Sewing box	Skirt hangers
Backrest	Sweater stretchers
Radio	Shoe bags or rack
Record player	Study Lamps

REQUIRED

Six white dinner napkins to donate to the dining room.

One white towel to donate to the Physical Education department.

A flashlight.

One can of tennis balls for use in tennis class.

THINGS NOT TO BRING

Electric appliances, for example: sun lamp, heating pad, electric blanket, iron, fan.

Hair drayers may be used in the gym only, and are kept in the Counselor's rooms when not in use.

PLEASE NOTE: SOON AFTER THE BEGINNING OF THE ACADEMIC YEAR EVERY STUDENT WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. IF SHE FAILS THE TEST, SHE WILL BE CAMPUSED UNTIL SHE HAS PASSED IT (80 is passing).

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BRING THIS BOOK WITH YOU

School Song

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

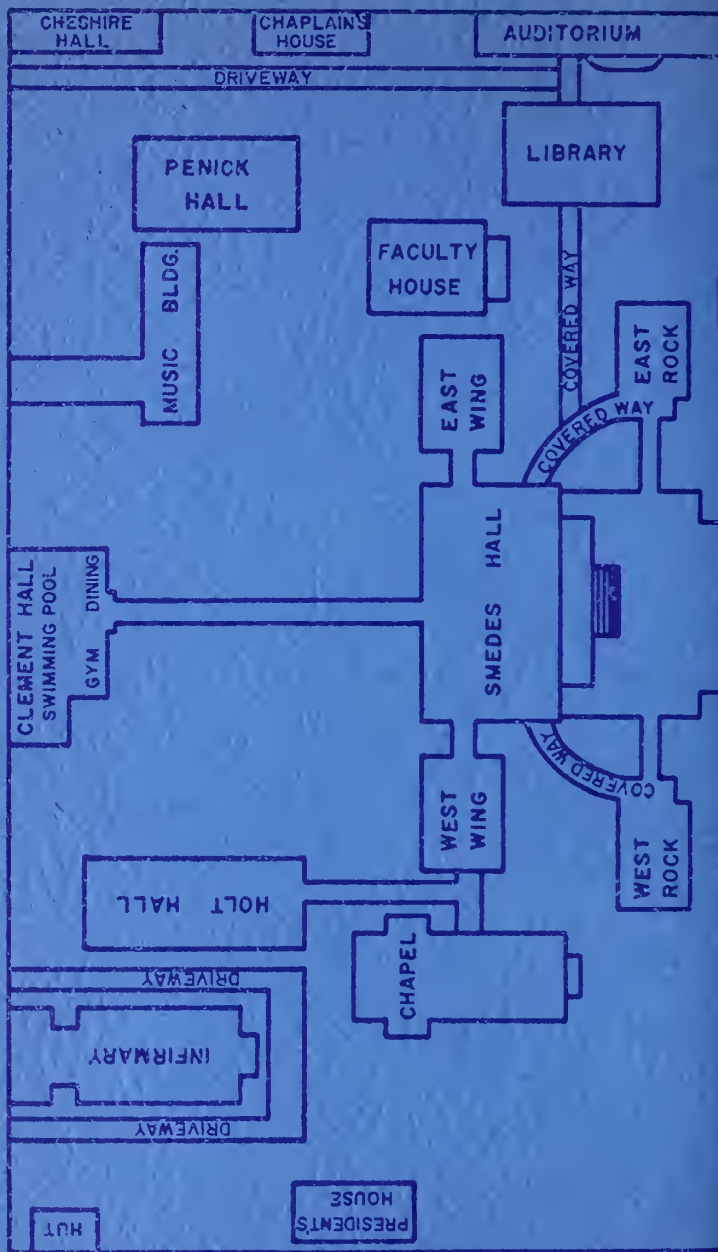
There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



ST. MARY'S JUNIOR COLLEGE
BULLETIN

Handbook Issue



1964-1965 Session

Vol. 53, No. 5



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1964-1965

Edited for

Student Government Association

By Jane Talley DeLoach

ST. MARY'S JUNIOR COLLEGE BULLETIN

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July, 1964

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of July 16, 1894

SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 1:00 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

CALENDAR FOR 1964-65

123rd Annual Session

1964

- September 9-10, Wednesday-Thursday....Registration of Day Students
- September 14-17, Monday-Thursday.....Registration of Boarding Students; testing; matriculation of all students.
- September 18, Friday.....First semester classes begin.
- October 15, Thursday.....Faculty Reception.
- October 28, Wednesday.....Annual Meeting of the Board of Trustees.
- November 25-29.....Thanksgiving holiday begins at 12:30 p.m. Wednesday, and ends at 10:00 p.m. Sunday.
- December 19, Saturday.....Christmas vacation begins at 12:30 p.m.
- (Thursday class schedule will be followed on Saturday, December 19)

1965

- January 3, Sunday.....Resident students report at 10:00 p.m.
- January 25-29, Monday-Friday.....First semester examinations
- February 2, Tuesday.....Boarding students return by 10:00 p.m. following mid-term break.
- February 3, Wednesday.....Second semester classes begin.
- April 15, Thursday.....Spring vacation begins at 12:30 p.m.
- April 21, Wednesday.....Spring vacation ends at 10:00 p.m.
- May 1, Saturday.....Alumnae Day & May Day
- May 22-27, Saturday-Thursday.....Second semester examinations
- May 28, Friday.....Commencement Play
- May 29, Saturday.....Class Day; Glee Club concert
- May 30, Sunday.....Baccalaureate, 11:00 a.m.
- May 31, Monday.....Commencement, 10:30 a.m.

The dining room is closed at all scheduled vacation periods.

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a resident chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

The old girls wish to welcome all of you to St. Mary's! We are looking forward to your arrival and to the many new friendships that you will inspire.

We realize that life at St. Mary's will naturally be different for you at first. There will be new regulations and traditions to learn and a whole set of new friends to make. However, you will soon find that St. Mary's has a special atmosphere of warmth and sincerity that is found in old girls, faculty and staff. After that first-felt strangeness which soon disappears, you will discover that you are a part of St. Mary's, and you will learn to love our school as much as we do.

To help you become familiar with life at St. Mary's, we have planned Orientation Week especially for you. Not only will you enjoy the parties and picnics, but you will become acquainted with the girls and the faculty. Each of you will have a "big sister" and two counselors who will always be on hand to help you with any problems or questions you may have.

Upon arriving at St. Mary's you will become a member of the Student Government Association. We are extremely proud of this organization, because the success of it depends on each one of us. You have the responsibility of upholding the principles of self-government

at all times, and to regard its functions with respect. It is an honor and a privilege to be a member of this form of government, and one of which you must be constantly aware from your first day at St. Mary's until your last.

What you derive from your life at St. Mary's depends upon you, your attitudes toward her ideals and your participation in her activities. If you are conscientious in your work, enthusiastic in your extracurricular activities, and sincere and thoughtful of the girls with whom you will be living, I can assure you that your life at St. Mary's will be rewarding. We hope that you will take advantage of every opportunity to serve, for it is in the giving of yourself that you receive much. By believing in St. Mary's and giving her your best, you will grow to love her as we, and the many girls who have been before us, do. We will be here to help you feel at home and to help you take advantage of every opportunity that you rightly deserve as a St. Mary's girl!

Sincerely,

DIANNE RICKS, *President*

Student Government Association

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of college spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home.

The Old Girl—New Girl Reception during Orientation Week gives the new girls an opportunity to meet the faculty. Each Big Sister accompanies a new girl to the party.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor. The other classes assist with paging duties. Early in the morning of the day Christmas holidays begins, seniors sing Christmas carols to the faculty and friends of the school. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's . . . the kicking post on the path to Hillsboro Street, which assures one of that special letter if the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a formal dinner in the dining room at Thanksgiving and Christmas. We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. The athletic banquet given at the end of the college year is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas or Mus.

One of the most beautiful parts of Commencement is the "step-singing" at which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Dianne Ricks
Vice-President	Harriet Gilliam
Secretary	Michael Hill
Honor Board	
Senior Class	Lynne Wilson
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Frances Holcombe
Secretary of the Hall Council	Mary Ravenel
President of the Day Students	Michelle Bratton

OTHER CAMPUS OFFICERS

Chairman of Assembly	Jackie Myers
Chairman of Legislative Body	Harriet Gilliam
Editor of the Handbook	Perry Grimes
Editor of the <i>Stagecoach</i>	Martha Hardee
Editor of the <i>Belles</i>	Carol Wilson
Editor of the <i>Muse</i>	Lucy Brown
Chief Marshal	Louise Clark

Athletic Association

Sigma Club

President	Barbara Hall
Vice-President	Linda Connelly

Mu Club

President	Mara Ruggles Gooding
Vice-President	Carol Wilson

Letter Club

President	Helyn Watson
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HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This is mandatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. Furthermore a student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each St. Mary's Junior College Student, remembering that she is a representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

I. STUDENT GOVERNMENT COUNCILS

A. HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body,

STUDENT GOVERNMENT COUNCILS

to report herself. If she is not willing to accept this dual responsibility, she does not belong at St. Mary's and may be expelled by the Honor Board.

3. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction, and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary, and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council through its two divisions—the Minor Offense Committee and the Disciplinary Committee—has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Council.
3. The Disciplinary Committee of the Hall Council deals with library offenses and issues penalties in cases referred to it by the Honor Council. It deals with serious violations of student regulations and rules of personal conduct which are not under the jurisdiction of the Honor Council.

STUDENT GOVERNMENT COUNCILS

4. The Minor Offense Committee of the Hall Council issues penalties for offenses which are not under the jurisdiction of the Disciplinary Committee.
5. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.
- 1) An accumulation of five demerits within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by 5:00 P.M. every Monday. A week's campus for accumulation of demerits begins on Tuesday and continues through the following Monday.
- 2) Campus slips other than by accumulation of demerit may be given by a hall counselor or by the Dean, or by the Disciplinary Committee. If a girl receives a campus slip at night from her hall counselor, her stay on campus must begin the next day. A girl campused by Minor Offense Committee or Disciplinary Committee will start campus on the day following her appearance before either committee. Any girl who is granted permission to break campus on a week-end must make up this campus.
3. Only three petitions per semester are permitted.
 - a. A request for one day equals one petition.
 - b. A request for a weekend equals three petitions.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
- 3 For full details see the Constitution under Legislative Body.

OFFICE POINT SYSTEM

(as set up by the Honor Board)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the *Stage Coach*.

Editor of the *Belles*.

6 Points

Honor Board Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Assembly Programs.

Chief Marshal.

Editor of the *Muse*.

POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Canterbury Club.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, *Stage Coach*.

Secretary of Legislative Body

Fire Captain.

Editor of the Handbook.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

* Ex-officio members of any organization do not receive points.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.—Fri.	Saturday	Sunday
8:30 a.m.- 12:55 p.m.	7:00 a.m.- 12:30 p.m.	2:00- 3:30 p.m.
1:45- 5:00 p.m.	11:00 p.m.-	7:30- 9:30 p.m.
7:00- 9:30 p.m.	9:00 a.m.	10:00 p.m.
10:00 p.m.- 7:00 a.m.		7:00 a.m.

The above hours must be observed out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise has the right to request that the noise be stopped.

1. Monday-Saturday Quiet Hour

Quiet should be maintained during class hours, especially on Lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m.-3:30 p.m.

b. A girl must spend the whole of quiet hour in one place; she may not move from room to room during this period. **One who has been off campus and returns during this time must go to the library or remain in the parlor.**

c. Visitors should leave before 2:00 p.m. or after 3:30 p.m. on Sunday.

3. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so provided that quiet is maintained. A student must sign up with her counselor when she wishes to study in any place other than her room.

DORMITORY REGULATIONS

- c. Classrooms, except those in Cheshire, may be used by students during closed study. Students may not use a faculty member's desk, and rooms must be left in order.

Counselors are allowed to spend closed study hall in another Senior's room.

4. Making Up Closed Study

- a. Students who make up closed study in the afternoon in order to have a special permission in the evening must leave a statement in the IN basket giving the hours and place of study. Closed study must be made up before 7:30 p.m. in the library, the music building, or a classroom.
- b. Underclassmen who have made up supervised study hall must leave a signed statement to that effect in the IN basket before 7:30 p.m.
- c. All students who have a B+ average for the preceeding quarter or semester are excused from all formal making-up of closed study.
- d. All students who have a B average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.

B. DO NOT DISTURB:

This sign is given to each girl and *must not be crossed* except by a teacher, a counselor on official business, or an Honor Council member. *Any student violating this rule will be called before the Hall Council.* Students are warned to use this sign only for sleeping, studying, or legitimate privacy.

C. NIGHT OFF HALL

1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with the counselor of another hall for the entire night during the week for study purposes, provided that each hall has two counselors and that one of these counselors rooms on that hall.
3. Counselors notify the dean of substitute counselor during week-end absences.

D. AFTER CLOSING HOURS

Girls returning to the dormitory after closing hours may be admitted *only* by a member of the faculty, a hall counselor, or a hall representative.

E. ROOM AND HALL REGULATIONS

1. Care of Rooms
 - a. Rooms must be in order at all times. Beds should be made up before first class or by 10:30.
 - b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Any one violating this rule will be assessed for the damage done.**
 - c. Counselors or hall representatives file room inspection reports weekly in the office of the Dean of Students.
2. Hall Regulations
 - a. Underclassmen:
 - (1) Monday through Friday and Sunday
(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)
10:00 p.m.—Be on own hall with doors closed.
10:15 p.m.—Be in own rooms.
10:30 p.m.—Lights out for Freshmen.
11:00 p.m.—Lights out for Sophomores.

DORMITORY REGULATIONS

(2) Saturday

11:00 p.m.—Be on own hall and quiet.

11:30 p.m.—Lights out for Freshmen.

12:00 M.—Lights out for Sophomores.

b. Upperclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday).

10:00 p.m.—Be on own hall and quiet. (unless dating).

11:00 p.m.—Be in own rooms and quiet.

(2) Saturday

12:00 M—Be on own hall and quiet.

12:30 a.m.—Be in own rooms and quiet.

F. LATE LIGHTS

1. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 8. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; the total time per month must not exceed 4 hours for Freshmen and 8 hours for Sophomores; no late light must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, *etc.*, must have lights out thirty minutes after returning.

G. GUESTS

1. Students may have guests for the week end (Friday and Saturday nights) provided there is a vacant place available for each guest. **No guest may visit during the Midyear or Final Examination periods.** Register guests in the Dean's office in the guest book by 1:00 p.m. Saturday.

DORMITORY REGULATIONS

2. Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.
3. Reservations for guests in the dining-room must be made with Mr. Rowe, Manager.
4. Guests must observe the regulations of the college including chapel attendance and dating rules. Car keys must be left in the Dean's office over night.
5. Guests must leave the halls before 2 P.M. or remain until 3:30 P.M. on Sunday. (See Sunday Quiet Hours p. 18.)

H. FIRE DRILLS

The signal for fire drills is the siren and a series of short rings of the bell.

1. Turn on lights.
2. Close windows.
3. Take towel (bath) and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Fire Captain.
9. Return to hall at signal of siren.
10. Quiet must be maintained during the whole drill.
11. Post these rules in your room immediately.

DORMITORY REGULATIONS

For Fire Protection reasons the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage etc., at all times.

I. CIVIL DEFENSE DRILLS

Under the supervision of The Faculty Civil Defense Committee detailed instructions are issued to all campus personnel, resident and non-resident, relative to procedures to be followed in the event of any major disaster. Drills are held periodically at the discretion of The Committee.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Chapel services are on Sunday at 11:00 a.m. and 5:30 p.m. and on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend and take her assigned place.
2. Students must wear regulation black Chapel caps to daily services.
3. Students should maintain a spiritual atmosphere in Chapel and observe quiet.
4. Student Assembly is in the Auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
5. Proctors, appointed by the Chairman of the Hall Council, report absences and tardies from Chapel and Assembly. A proctor who fails to report absences receives demerits.
6. Students must not take books, paper, pencils, newspapers, or mail into Chapel or Assembly.
7. Students should refrain from talking, knitting, or sleeping during concerts, lectures, or Assembly.
8. Unexcused absences
 - a. Ten day campus including one weekend for unexcused daily Chapel or Assembly absences.
 - b. Two week campus including two weekends for unexcused Sunday Chapel services.
 - c. Demerits are given for tardiness to Chapel or Assembly.

B. MARSHALS

Chief Marshal

Louise Clark

Marshals — Olivia Gilliam, Kathleen Hall, Elsie Hines, Jacquelyn Myers, Mary Jo Quinerly.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before Commencement. The marshals take the offering in Chapel, lead Chapel lines, act as ushers at entertainments in the Auditorium, and maintain order at all student body gatherings.

GENERAL CAMPUS REGULATIONS

C. MEALS

Monday-Friday	Saturday	Sunday
Breakfast 7:30 - 8:15	7:30 - 8:15	8:30 - 9:00
Lunch 12:00 - 1:15	12:30 - 1:15	1:00 - 1:30
Supper 6:00	5:30 - 6:00	6:00 - 6:30

1. All students are urged to attend breakfast Monday-Friday.
2. Upperclassmen in groups of 4 or more may go to the Little Store for Sunday night supper.
3. With the exception of fruit and cookies, no milk cartons or food is to be taken out of the dining room.

D. SMOKING

1. Students may smoke in their own dormitory room if they have adequate ash trays and metal waste baskets. Cigarette butts should not be thrown away on halls or stairways.
2. Students may smoke in the Hut, and in the music studio of any teacher who so permits.
3. STUDENTS MUST NOT SMOKE IN OR ON A BED.
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. Students may not smoke either in Cheshire or in ANY PART OF THE LIBRARY BUILDING.
6. STUDENTS MAY NOT SMOKE IN A CLASSROOM DURING CLASSES OR AT ANY OTHER TIME.

GENERAL CAMPUS REGULATIONS

E. TELEPHONE

The college switchboard is open in accordance with the schedule below.

There is no night operator on duty from 10:10 p.m. to 8:00 a.m. The only line is to the Dean's office. **All calls after 10:10 p.m. have to be answered in the Dean's Office.** Therefore students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.

When the switchboard is closed, parents may call the Dean, the President, or the Infirmary if emergency necessitates.

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00- 8:30 a.m.	9:30 a.m.-5:30 p.m.	9:00-10:30 a.m.
10:50-11:00 a.m.	6:00-10:10 p.m.	12:15-12:55 p.m.
1:30- 1:45 p.m.		3:30-5:15 p.m.
(Fri. 1:30-2:00 p.m. 3:30-5:55 pm.)		6:15-10:10 p.m.
3:45- 5:55		
6:30- 7:25		
9:30-10:10		

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

- a. No calls are to be made from hall to hall or from dormitory to dormitory.
- b. Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday.

GENERAL CAMPUS REGULATIONS

2. Outgoing Calls

- a. Only seniors may call out during study hall 7:30-9:30 p.m.
- b. No student may call out during Sunday Quiet Hour.
- c. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
- d. Long distance calls must be made before 10:00 p.m. and **only on pay telephones**. Special telephone permissions must come from the Dean.

3. Incoming Calls

- a. No calls are put through to the dormitories until 9:30 a.m. on **Saturdays**.
- b. No calls to dormitories between 10:10 p.m. and 8:00 a.m.
- c. **Out of consideration for the Dean, please inform parents and friends not to call after 10:10 p.m. or before 8:00 a.m. All calls during these hours ring her office.**
- d. Students are not called out of class to receive calls.

F. INFIRMARY

- 1. Except in emergency, the infirmary is open only during the following hours:

7:30 a.m.-1:00 p.m.

1:30-2:00 p.m.

4:00-6:00 p.m.

6:30-7:30 p.m.

9:30-9:45 p.m. (*only if necessary*)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a *faculty or staff member*.

GENERAL CAMPUS REGULATIONS

2. Each resident student is expected to report to the College Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the college physician determines that her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college Physician. If a parent insists upon taking the student home without such authorization, class absences will be unexcused and grades lowered accordingly. This rule will also apply if a student goes home for treatment by her dentist or any other doctor without authorization from the Infirmary.
3. Parents will be notified of a student's admission to the infirmary if the illness is a long one. If severity of the condition requires it, notification will be made immediately. No student should call the parents of a sick girl without permission from the Dean of Students.
4. Any student too sick to attend classes must go to the infirmary. If infirmary is closed, see the Dean.
5. Students leaving church, classes, assemblies, and concerts in the auditorium must report to the infirmary immediately.
6. Students missing morning class on account of sickness must remain in the infirmary until 12:45 p.m.; students entering the infirmary after 12:00 noon are required to stay until 5:45 p.m.
7. If a student stays in the infirmary during a Friday morning or afternoon she may not leave the campus until Saturday. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
8. If a student is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.
9. *Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.*

GENERAL CAMPUS REGULATIONS

10. Students must not have their books and papers in the infirmary under 48 hours without special permission from the nurse. All prescriptions must go through the infirmary. No prescription may be charged without special permission from the Nurse.
11. *Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.*
12. Students are not allowed to call the infirmary, or college doctor at office or home, without special permission from the Dean, Nurse, or Doctor.
13. Parents and friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

G. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. During Orientation Week, all students are required to read the Posted Library Regulations, for which they will be held responsible.
3. Names of students who have overdue books, or who owe library fines, are posted each morning on the library bulletin board in the East covered way for resident students, and on the day students' bulletin board for the day students. Students are expected to consult these bulletin boards *each morning*, and, when their names are posted, to report to the librarian *that same day* at their first opportunity. Failure to return an overdue book or pay a fine

GENERAL CAMPUS REGULATIONS

within one week, as well as failure to return a reserve book BY 2 P.M. ON SUNDAY, subjects the student to a Disciplinary Committee penalty.

4. Reserve books may be taken out 10 minutes before Hall meetings; and when the student body is attending an evening program, 15 minutes before Assembly.
5. The following library offenses are dealt with by the Disciplinary Committee of the Hall Council or by the Minor Offense Committee of the Hall Council, depending on the seriousness of the offense:
 - a. Taking a **reference** book from the library.
 - b. Taking a book from the library **without leaving the signed book card**.
 - c. Taking a **reserve** book from the library before 9:30 p.m. (See exceptions in Section 4.)
 - d. Taking a book from the reserve shelf without signing the green book card and leaving it at the desk.
 - e. Mutilating any library property, such as marking in books, clipping periodicals, or defacing furniture.
6. Ink, food, cokes, etc. are not to be brought into the library nor left on library premises.

H. DATES ON CAMPUS

Comply with hours on pages 35-37.

I. DANCES

1. Campus Dances.

- a. *Class presidents and other students who have duties connected with planning a dance must not make commitments about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No con-*

GENERAL CAMPUS REGULATIONS

tract may be concluded without the signature of the President of the college.

- b. Smoking not permitted in gym during dances.
- 2. To attend campus dances, visiting girls must have permission from the chief dance marshal and the president of the group giving the dance.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-1:00 p.m.
Saturday.....8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store at 10:30 a.m.
4. All money (except a small amount of change) should be deposited in the college bank.

B. POST OFFICE

1. Stamps are sold Monday-Friday, 8:00-8:25 a.m. and 1:30-1:45 p.m. and Saturday, 8:00-12:15 p.m.
2. Mail comes in at 7:25 A.M. and 4:30 P.M. Monday through Saturday, and at 9:00 A.M. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday, and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours.

C. THE RECREATION HUT

1. Suppers, picnics and meetings may be held in the Hut, provided that permission is granted by the Dean in advance.
2. Students may date in the Hut during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and provided that the Hut has not been engaged for any college activity. The use of the Hut is not restricted to two couples.
3. Users must sign the Hut Calendar in the Dean's office.

SPECIAL SPOTS

4. Users of the Hut check in with parlor hostess after dating Friday, Saturday, and Sunday nights.
5. Users of the Hut must leave it clean and orderly.

D. SUN PORCH REGULATIONS*

1. Sunbathing is restricted to the sunporch. Doorways and windows are not used for sunbathing.
2. Girls must sign up on the chart in the covered way when the Chairman of Hall Council has designated that the porch is open.
3. *Only thirty girls* on the porch at one time.
4. Staying limit: one hour in one day.
5. Sun porch may not be used during examination week or on Sundays.
6. *Reasonable quiet* necessary.
7. No food, bottled drinks, or smoking.
8. No standing on the rail.
9. Articles brought on roof must be taken back to owner's room.
10. Rooms passed through must not be disturbed.

E. HOLT, PENICK AND SMEDES KITCHENS

1. Girls who cook in Holt, Penick and Smedes kitchens must sign for use in advance.
2. Penick kitchen is for seniors only.
3. Girls *must* leave the kitchens *in order*.
4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.

* Sunburn does not excuse a student from class preparation, attendance, or participation.

SPECIAL SPOTS

5. Kitchens may not be used during the first or second semester examination period, or during Commencement. (Exception: the use of the refrigerators as posted.)

V. CAMPUS AIDS

1. For train and plane reservations please see Miss Jordan.
2. For lost and found articles and room equipment please see the housekeeper, and also the bulletin board in the covered way.
3. The college laundry provides weekly service for linens and simple clothing.
 - a. No provision is made for fine laundry.
 - b. Each girl is allowed an average of \$2.00 a week for laundry.
 - c. A name tape must be **sewn on** every article being sent to the laundry.

VI. MISCELLANEOUS

1. Old girls have room preference until March 1.
2. Students are responsible for reading the bulletin board notices every day.
3. Personal notices should be answered either immediately or at the time specified.
4. The *Dean's List* is a notice posted in the Covered Way. Students who are requested to see the Dean should do so at time specified.
5. Do not chew gum on any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Underclassmen must sign out whenever they leave campus.

A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are counted as town permissions.

Weekdays	Saturday	Sunday
a. Town permission 11:00-6:00 or 6:30 if in group of four taking a meal cut.	a. Town permission 9:00 a.m.-6:00 p.m. or 6:30 if in group of four taking a meal cut.	a. Single dating after church until 5:00 p.m.
b. Dating 5:00-6:00 p.m. 4:00-6:00 p.m. (Fri.)	b. Dating 12:30-11:00 p.m. Sophomores may single date until 7:00 p.m.	b. Sophomores in groups of four may go to the Little Store until 7:00 p.m.
c. Sophomores in groups of four may go out to supper on Friday nights until 7:25 p. m.	Sophomores may single date until 11:30 p.m. after the first quarter.* Freshmen may single date until 6:00 p.m. * Except new sophomores	

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.

OFF-CAMPUS REGULATIONS

4. Every returning sophomore will be put on the U.D.L.† at the opening of school unless there is a special conduct reason for her being kept off.
5. For Saturday night dating during the first quarter, all underclassmen must sign out and in with an upperclassman or a person on the U.D.L. The upperclassman may go out again until 12:00 p.m.
6. After the first quarter, underclassmen may double date Saturday night with girls of their own class.
7. Three or more freshmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by an upperclassman.
8. Sophomores are allowed to go out on Saturday nights in groups of four until 10:30 p.m. provided that one of these four girls is on the U.D.L.
9. An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.
10. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided that they double date after 6:00 p.m.
11. Two or more underclassmen may go out on Sunday afternoon after church until 5:00 p.m.
12. Two or more underclassmen may go downtown together in the afternoons.
13. Underclassmen may get special permission from the Dean to date with day students.

† Underclassmen's Date List, compiled by the Dean.

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of two.	a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.	a. Town permissions After church until 5:00. 6:00-7:25 in groups of two 6:00-10:30 p.m. in groups of four
b. Dating Mon.-Thurs. 5:00- 6:00 p.m. (Seniors may date until 7:25 p.m.) Friday 4:00-11:00 p.m. (Juniors may not date on Friday night until 1st quarter grades are in.)	b. Dating After classes until 12:00 m. (12:30 for formal dances)	b. Dating After church until 5:00. 6:00-11:00 p.m.

Upperclassmen:

1. have unlimited town permissions.
2. must sign out when they plan to return to college after 6:00 p.m. Monday through Saturday.
3. must sign out and return by 5 p.m. on Sunday.
4. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00 p.m.
5. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

C. GENERAL REGULATIONS

1. Little Store (neighborhood stores and lunch counters).

OFF-CAMPUS REGULATIONS

- a. Students may go to the Little Store on Saturday for any meal.
- b. Upperclassmen in groups of 4 or more may go to the Little Store for Sunday night supper.
- c. Counselors may go to the Little Store for breakfast on Sunday.
2. **Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.**
3. During the college year, inclusive of Thanksgiving, Christmas, Semester Break and Spring vacations, St. Mary's students may not go into apartments or man's residences in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone.
 - a. When dating in the vicinities of Raleigh, Durham and Chapel Hill, a student must have the chaperone approved by the Dean.
 - b. When visiting outside the vicinities of Raleigh, Durham and Chapel Hill, a student, judging by the requirements of St. Mary's, must use her own discretion to determine whether or not the chaperone is acceptable.
4. Girls must not go into hotels and motels unchaperoned except by special permission from the Dean.
5. There must be at least two St. Mary's girls at a fraternity house. All fraternity houses must be approved by the Dean.
6. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.
7. No student may leave campus after 9 p.m. without special permission.
8. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.

OFF-CAMPUS REGULATIONS

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filed in lower Smedes by students taking weekends, extended Saturday nights, short Friday nights, short Saturday nights, and parents nights.
2. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS**. Telephone invitations and permissions must be given **DIRECTLY TO THE DEAN'S OFFICE**.
3. Permissions and invitations must be in by 1:00 p.m., two days before departure—Wednesday 1:00 p.m. for Friday;
Thursday 1:00 p.m. for Saturday.
4. Demerits are given for late filing of slips, permissions and invitations.

II. Slips for dating, going out in groups, or with relatives and friends.

1. Yellow slips must be filed by 8:00 p.m. on Friday in lower Smedes.
2. Blue slips must be filed by 8:00 p.m. on Saturday in lower Smedes.
3. Sign out and in on alphabetical master list in the parlor.
4. White permission slips are to be filed in lower Smedes for special absences.
 - a. These slips involving absence for Saturday must be filed by 1:00 p.m. Friday; for Sunday by 1:00 p.m. Saturday. Students receiving late invitations may go to the Dean's office.
 - b. Students attending a dance with late permission, or attending a cabin party must file White Permission Slips.

OFF-CAMPUS REGULATIONS

- c. Underclassmen must file this slip for any permission which involves going out of town for the day.
- d. Underclassmen must file this slip for any absence after 6:00 p.m. except on Saturday.

REMEMBER: On all slips, write your last name first.

SEE: Pages 18 and 19 for information on making up closed study hall.

E. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on *long trips*.
 - b. to fly in non-commercial (private) planes.
 - c. for underclassmen requesting late dance permission.

VIII. WEEK-END ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

A. DEFINITIONS:

1. *Weekends* begin after classes on Friday and end on Sunday at 10:00 p.m.
2. *Senior Long Weekends* begin either after classes on Thursday and end Sunday at 10:00 p.m. or on Friday after classes and end Monday at 10:00 p.m.
3. *Short Saturday Nights* begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.
4. *Extended Saturday Nights* begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.
5. *Senior Short Friday Nights* begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend.
6. *Parent's Nights* begin after classes and end in time for classes the next morning, otherwise by 10:30 a.m., including Saturday and Sunday. See section E, page 42.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

B. HOLIDAYS

A student who overstays her permission may not be allowed to return. For every day missed before or after a vacation, one day will be subtracted from a week-end or overnight privilege and the student receives double zeroes for each class missed.

C. WEEK-END ABSENCES — QUOTA

1. Seniors

a. First semester:

2 weekends

2 extended Saturday nights

unlimited short Saturday nights

b. Second Semester:

1 long weekend

2 weekends

2 extended Saturday nights

2 short Friday nights (can only be taken by Seniors having a B average for the preceding quarter)

7 short Saturday nights

WEEK-END ABSENCES — QUOTA

2. Juniors

a. First semester :

- 2 extended Saturday nights
- 4 short Saturday nights
- 1 weekend

b. Second semester:

- 2 weekends
- 3 extendeds
- 2 short Saturday nights

3. Commercial

Commercial students have Junior privileges.

4. Underclassmen

a. First semester:

Freshmen:

- 1 extended
- 3 short Saturday
Nights

Sophomores:

- 2 extendeds
- 2 short Saturday Nights

b. Second semester:

- 2 weekends
- 1 extended
- 2 short Saturday nights

D. GENERAL

1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.

WEEK-END ABSENCES

2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. *All permissions and invitations must be sent directly to the Dean.*
3. With permission from the Dean, a student may take a week end or a long week end on campus. During this time she is excused from her classes but not from weekday or Sunday chapel services or required programs. A student who is campused may not take a week end on campus.
4. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations. A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh. When college is in session, students may *under no circumstances* attend parties in the vicinity of Raleigh that have not been approved by the Dean.
5. On the night of a St. Mary's dance, *no student may take a parents night in Raleigh.*
6. No week end or extended Saturday night is granted:
 - a.) on orientation week end.
 - b.) until after the pageant on May Day.
 - c.) for underclassmen who must continue to remain at college for the four supervised Saturday study halls.

WEEK-END ABSENCES

7. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
8. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
9. A student returning late or going to the infirmary *because of fatigue* on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and receive zero for each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

1. The parents of a student may take their daughter, no other students, to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social activity in the vicinity of Raleigh, the absence counts as a short Saturday night.
3. See section 4 page 44.
4. Students planning to take a parent's night file an overnight permission slip. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
5. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
6. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights. Those not having Friday night dating privileges must count such a permission as a short Saturday night.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction. See pages 13 and 14 regarding Honor Board.
2. Underclassmen whose grades put them on the study hall list are required to study in the library during all of their free periods after their first class. Study Hall reports should be turned in to Day Student President on Friday before 1:00 p.m.
3. Day students may not go to dormitory rooms during class hours or meal hours except when accompanied by a resident student or to see a teacher.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day.
5. Day students who are campused during the week are required to be at college from 8:30 a.m. to 3:45 p.m. These students may leave campus from 1:00 to 1:45 p.m. in order to eat lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in a signed statement saying that they have made up their campus for the day. These statements will be checked by a student government official. Students will receive demerits for failure to hand in these statements.
6. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays, Wednesdays and Fridays.
7. All Day students should make an effort to attend all Student Government meetings unless excused by the President of the Day students.

DAY STUDENTS

8. Day students should attend all Day student meetings unless excused by the President of the Day students.

B. ACADEMIC REGULATIONS (see page 50).

C. ABSENCES AND TARDIES

1. Day students have the same quota of absences as resident students. Permission to take an absence (other than for illness or unforeseen emergency) must be secured in advance.
2. Day students taking a weekend must file a parental permission in the Dean's office by Wednesday, 1:00 p.m. For unexpected plans see the Dean.
3. When day students find that they will be absent, they should notify the Dean before classes begin.
4. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from one of her parents. The excuse must state the exact period covered by the absence. Each day the student fails to bring this excuse she will be penalized. This excuse may be left on the Dean's desk.
5. Day students who are absent from class without permission or acceptable excuse will not only receive zero on the work missed but will also be subject to disciplinary action.
6. Being late to the same class three times in one quarter equals one unexcused absence. Students late to class are penalized with demerits unless their tardiness is excused by the Dean.

D. COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.

DAY STUDENTS

2. *Day students are requested to ask their parents and friends not to telephone them at the college.* In case of emergency, parents may get in touch with them through the Dean. While classes are in session day students may make outgoing calls from West Rock or any other convenient dormitory. During lunch hour and after 3:45 p.m. they may use the telephone in the housekeeper's office.
3. Day Students Room Telephone number is 834-9345.

I. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. When visiting dormitories at night, Day students should leave by 10:30 p.m. Monday-Thursday, 11:00 p.m. Friday, and 12:00 p.m. Saturday. If a day student finds it necessary to stay later than these hours, she must get permission from the Dean.

II. DAY STUDENTS' ROOMS

1. Day students may smoke on the campus in the day students' locker room and wherever resident students may smoke.
2. Day students may not smoke in Day students' study room.
3. Reasonable quiet must be observed in the Day student's locker room.
4. Library quiet must be observed in the Day Students' study room.
5. Day students' rooms must be kept neat at all times.

III. PARKING

1. Register cars and car license numbers with the Dean.
2. Day students should be careful not to park cars directly in front of Smedes or beside Holt.
3. When staying overnight, students should leave their car keys in the office of the Dean, and must be registered in the guest book by a resident student.



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = 90-100 (Superior)

B = 80-89 (Very Good)

C = 70-79 (Good)

D = 65-69 (Passing)

F = Below 65 (Failing)

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

ACADEMIC REGULATIONS

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

If a student earns fewer than 20 academic hours and 20 quality points during her junior year, her application for admission to the senior class will not be considered except with the approval of the Academic Standards Committee. If, during the first semester of her junior year, a student earns fewer than half the number of quality points which are required for her consideration as a candidate for the senior class, she is automatically placed on academic probation for the following semester. Both student and parents will be notified of the students' probationary academic standing. A student on academic probation is not permitted to be absent from any class for reasons other than personal illness or family emergency.

Students who do not meet acceptable academic standards will not be allowed to return to college the following year.

Sophomores and seniors are permitted a re-examination when the student has a passing average (65 or above) for the two quarters and makes an "F" on the final examination with a numerical evaluation of 45 or higher. When a student takes a re-examination, the semester grade may not be higher than "D." No student is permitted to take more than two re-examinations in any one semester of school year. For college courses *final examination* means examinations at the end of each semester; for the high school courses *final examination* means examinations at the end of the school year unless a terminal course is involved.

Special attention is called to the change in the requirements for the Junior College diploma. See pages 32-33 of the 1964-65 Catalogue.

B. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a mini-

ACADEMIC REGULATIONS

mum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. Averages are computed on the grades of the credit courses only.

First and third quarter honor roll based on quarter grades.

Second and fourth quarter honor roll based on semester grades.

Year honor roll based on the two semester grades.

C. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months

D. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation.

E. CLASS ABSENCES

More than 10 absences during a semester bar a student from the final examination in a 4-hour course; more than 8 in a 3-hour course; more than 5 in a 2-hour course; more than 3 in a 1-hour course.

More than 4 *unexcused* absences for a 4-hour course; more than 3 *unexcused* absences for a 3-hour course; more than 2 *unexcused* absences for a 2-hour course; more than 1 *unexcused* absence for a 1-hour course, each semester, bar a student from final examination. (In some cases permissions to take the examinations may be secured from the Academic Standards Committee.)

Unexcused absences are those not excused by the Dean or the physician.

ACADEMIC REGULATIONS

See Infirmary Regulations regarding class absences due to illness—page 28.

The penalty for absences before or after holidays is doubled. In case of severe illness or serious emergencies, the Absence Committee will determine the penalty.

F. MAKE-UP WORK

Students who miss work through illness or family emergencies are required to make up that work within a week of their return to classes.

Whenever this rule may work an undue hardship on the student, it is her responsibility to make a mutually satisfactory arrangement with each teacher concerned immediately upon her return to classes. Cases of protracted illness will be referred to the Academic Standards Committee.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

G. CLASS TARDINESS

Being late to the same class three times in one quarter equals one excused absence. Students late to class are penalized with demerits unless their lateness is excused by the Dean.

H. DEFICIENCY LISTS AND STUDY HALL

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's, or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervised Study Hall sessions—8:30 to 11:30 A.M. prior to Christmas and Spring vacations and prior to Midyear and Final examinations.

XI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club, and the two Physical Education instructors make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchesis and Sea Saints. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

A Letter Club Banquet is held near the close of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.

ATHLETICS

4. The All-Star team is selected by the vote of all the girls on the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.
5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.

B. TENNIS

1. The front tennis courts may not be used on Sundays.
2. When going to and from the courts in shorts or gymnasium suits, students are asked to use the covered ways, not to cross the front campus.
3. Students may not wear hard-heeled shoes, bathing suits, or halters on the courts. Gym suits or white shorts with a white shirt are the desired apparel.

C. SWIMMING

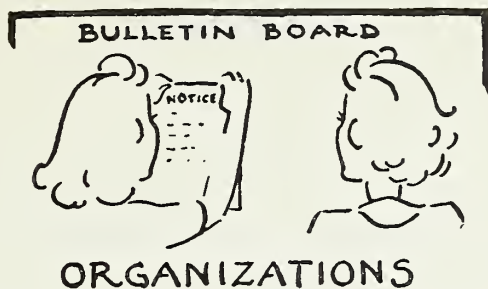
1. To graduate from St. Mary's a girl must pass a swimming proficiency test.
2. Students wishing to go swimming must be accompanied by a Senior Life Saver.

ATHLETICS

3. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session.
 - b. From 9:30 to 10:00 p.m.
4. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in pool.
5. Any student using the pool is subject to the general rules of behavior posted in the pool room.
6. NO ONE IS ALLOWED TO SWIM ALONE.

D. GENERAL

1. Students wishing to take riding should consult the gym instructor.
2. Underclassmen sign out on the town sheet for bowling, golf and horseback riding.



I. HONORARY

The Order of the Circle

President

Mary Stuart Dent

"As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of cooperation among the students and between the faculty and the students, by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in the school life and activities."

The Beacon

President

Margaret Stevens

The Beacon is the honorary organization in the high school department whose principle purposes are to promote high ideals, school spirit, cooperation, and participation in extracurricular activities.

ORGANIZATIONS

II. Extracurricular Activities

Acolytes

Chairman

Mary Wright

The acolyte committee is composed of approximately a dozen girls who assist the chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the first semester to serve for the first semester of the succeeding school year.

Altar Guild

The Altar Guild, which has charge of preparing for chapel services, is composed of high school and college students. The President is to be appointed in the fall.

Choir

Membership in the Choir is open to any student. Members are EXPECTED to attend choir rehearsals regularly. The rehearsals are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special festivals. The Officers are to be elected in the fall.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year. The officers are to be elected in the fall.

ORGANIZATIONS

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

Canterbury Club

President

Johnsie Heywood

The Canterbury Club is the young people's organization of the Episcopal Church. Students from various colleges in Raleigh meet together for worship, study, and fellowship on Sunday nights. St. Mary's is always well represented at these intercollegiate meetings. Any student may join. The officers are to be elected in the fall.

Y. W. C. A.

President

Ashley Massie

Secretary

Virginia Schaum

The Y.W.C.A. is an organization whose purpose is to help the needy. Among its activities is a Christmas party for the orphanage, social work at Dorothea Dix, the North Carolina State School for the Blind, and Saint Luke's Home for the Aged.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The officers are to be elected in the fall.

ORGANIZATIONS

Letter Club

President

Helyn Watson

The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. Each member receives a chenille letter to be worn on her school jacket or sweater. New members are announced throughout the year and are welcomed into the club. All-stars are awarded in assembly by the Letter Club President.

Sea Saints

President

Carol Fletcher

Vice-President

Nina Andrews

The Sea Saints are the water ballet club at St. Mary's. Tryouts for the club are held in the fall. Membership is based on a girl's skill and interest. The members chosen practice skills in synchronized swimming and organize a water ballet. The ballet is given to the student body and townspeople in the spring.

Orchesis

President

Lawton Davis

Secretary-Treasurer

Charlotte Smith

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has

ORGANIZATIONS

asses in choreography, dance technique, and dance history, but also represents an assembly program and the May Day Pageant.

Caperettes

resident

Mary Block

Secretary

Elizabeth Pollard

The Caperettes, organized in the fall of 1962, offers advanced tap dance training. They aim for precision and accuracy in a variety of dances. During the year, Caperettes presents programs on and off campus.

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The fair officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

The Doctors' Daughters' Club

All girls whose fathers are doctors are eligible for membership in the club. It is chiefly a service organization having both school and community projects. The three officers are to be elected in the fall.

ORGANIZATIONS

C. C. U. N.

President

Amy Hard

The Collegiate Council for the United Nations is an organization which strives to create an awareness of an appreciation for the United Nations. The small discussion group tries to stimulate interest in international events and to make a study of world problems. Each year the organization sends delegates to a regional Model General Assembly.

Student Publications

Editor of the STAGECOACH

Martha Harde

Editor of the MUSE

Lucy Brow

Editor of the BELLES

Carol Wilsc

Editor of the Handbook

Perry Grime

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and March. The BELLES is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

The publications staffs are chosen from the college at large by the editors and the faculty advisors at the beginning of each year. Girls are urged to try out for the staffs.

At the end of each year the three editors, the business manager and outstanding members of the staffs are awarded keys for the quality and dependability of their work.

"Cold Cuts"

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from washboards and combs to bongo drums, guitars, and the piano—is used. The girls, in their overalls and plaid shirts, add much school spirit to the Mary's!



NECESSITIES

Gloves, hats and conservative dresses or suits for church.

Gloves and appropriate dresses for concerts.

Dresses or suits, with heels, for Sunday dinner.

Sports clothes for picnics and study hours.

Loafers, skirts, sweaters, and blouses for class.

A raincoat and heavy coat

A White Dress to be worn at commencement time, for Class Day and
Graduation (All Classes)

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets & Pillow

Bathing Cap

Sheets

Tennis racquet and shoes

Pillow Cases

Name tapes

Towels

Laundry bags — at least two

Bedspreads

Study lamp

Quilted mattress protector

Webster's Collegiate Dictionary

Alarm clock — imperative for each room!

NECESSITIES

NONESSENTIAL BUT NICE

Rubber boots	Record player
Sewing box	Hot water bottle
Backrest	Skirt hangers
Radio	Shoe bags or rack
Wastepaper basket	

REQUIRED

- Six white dinner napkins to donate to the dining room.
- One white towel to donate to the Physical Education department.
- A flashlight.
- One can of tennis balls for use in tennis class.

THINGS NOT TO BRING

Electric appliances, for example: sun lamp, heating pad, electric Hair dryers may be used in the gym and in Holt basement, and they are kept in the Counselors' rooms when not in use.

PLEASE NOTE: SOON AFTER THE BEGINNING OF THE ACADEMIC YEAR EVERY STUDENT WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. IF SHE FAILS THE TEST, SHE WILL BE CAMPUSED UNTIL SHE HAS PASSED IT (80 is passing).

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BRING THIS BOOK WITH YOU

School Song

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

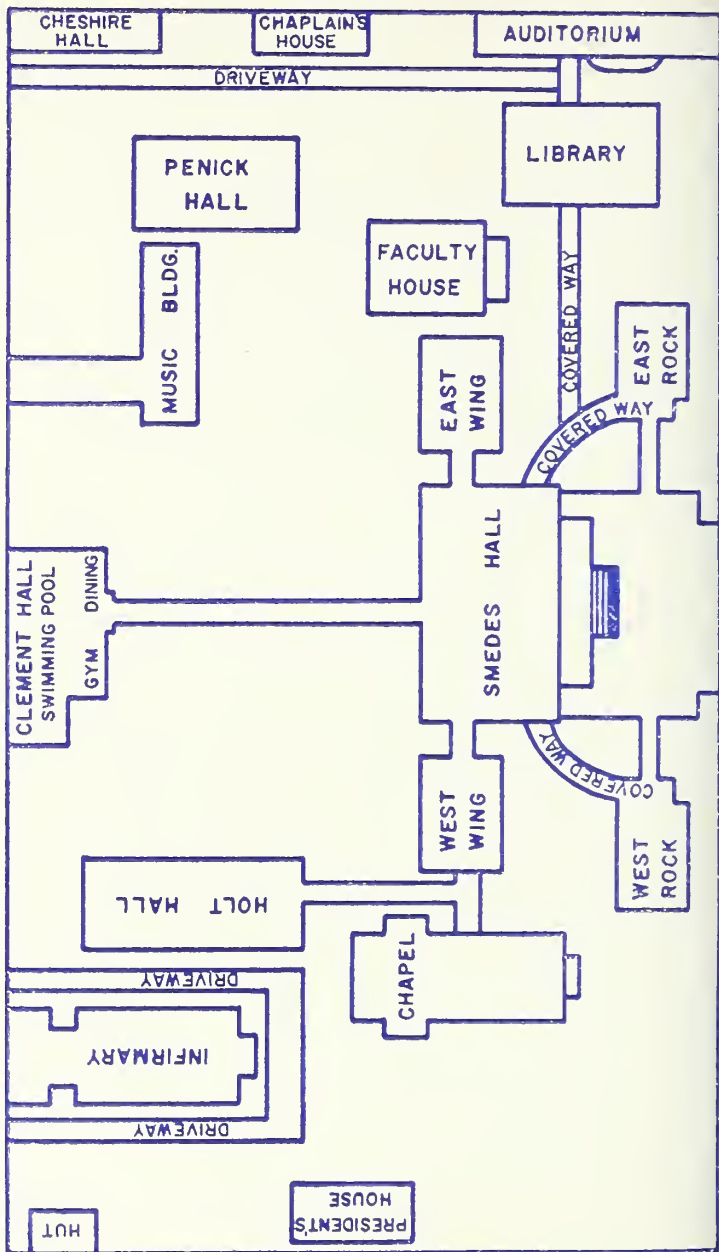
There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



ST. MARY'S JUNIOR COLLEGE

BULLETIN

Handbook Issue



1965-1966 Session

Vol. 54, No. 5



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1965-1966

Edited for

Student Government Association

By Mary Perry Grimes

ST. MARY'S JUNIOR COLLEGE BULLETIN

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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 1:00 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

ST. MARY'S JUNIOR COLLEGE
RALEIGH, NORTH CAROLINA

RICHARD G. STONE, *President*

CALENDAR FOR 1965-66

124th Annual Session

September 8-9, Wednesday-Thursday.....	Registration of day students
September 13-16, Monday-Thursday.....	Registration of boarding students; testing; matriculation of all students.
September 17, Friday.....	First semester classes begin
October 13, Wednesday.....	Annual Meeting of the Board of Trustees
October 14, Thursday.....	Faculty Reception
November 24-28.....	Thanksgiving holiday begins at 12:30 p.m. Wednesday and ends at 10:00 p.m. Sunday
December 18, Saturday.....	Christmas vacation begins at 12:30 p.m.
(Thursday class schedule will be followed on Saturday, December 18)	
January 2, Sunday.....	Resident students report at 10:00 p.m.
January 24-28, Monday-Friday.....	First semester examinations
February 1, Tuesday.....	Boarding students return by 10:00 p.m. following mid-term break
February 2, Wednesday.....	Second semester classes begin
April 7, Thursday.....	Spring vacation begins at 12:30 p.m.
April 13, Wednesday.....	Spring vacation ends at 10:00 p.m.
May 7, Saturday.....	Alumnae Day
May 21-26, Saturday-Thursday.....	Second semester examinations
May 27, Friday.....	Commencement play
May 28, Saturday.....	Class Day, Glee Club Concert
May 29, Sunday.....	Baccalaureate, 11:00 a.m.
May 30, Monday.....	Commencement, 10:30 a.m.

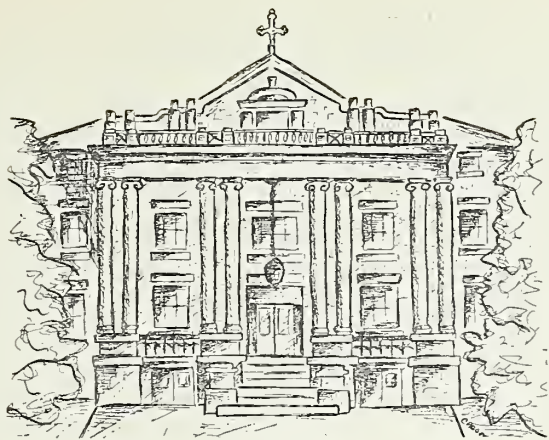
The dining room is closed at all scheduled vacation periods

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a resident chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

We are eagerly looking forward to your arrival and to welcoming you personally to St. Mary's!

Such a short time ago, we were "new girls," wondering if we could be able to learn and live up to the unfamiliar regulations and traditions; hopeful, but just a little bit unsure about meeting and making a whole new set of friends. Perhaps you have been thinking about this a little too, but you will find that St. Mary's has a special atmosphere of warmth and sincerity. The typical St. Mary's girl is friendly: staff members want, above all, to be helpful, and our faculty has a sincere concern for your academic progress. We do not hesitate to guarantee that any first-felt strangeness will soon disappear. This is our first objective for you.

Orientation Week has been planned especially for you. As you enjoy the parties and picnics, you will become acquainted with the girls and the faculty. You will have your own special "Big Sister" for a friend and guide. Your two Senior Counselors have as their assignment to answer your questions and help with any problems you may have. It is doubtful that you will use half of the advice prepared for you. Absorb all you can realizing that this is the quickest

way to be rid of the "new girl" feeling. Always remember that we are all behind you, and that you need never worry alone.

As much as we love — and want **you** to love — the life at St. Mary's we know our whole object is not to provide you with a care free period of ease and pleasure. The challenge may at times appear somewhat staggering but we want you to be content only with "the best" that is not merely good enough. Inevitably your responsibilities are going to be greater than you have experienced before. But the qualifications that procured your acceptance at St. Mary's ensure the qualities of mind and character that will enable you to live up to our Honor Code — Our Honor Code works because we, at St. Mary's, believe in it. It is the corner-stone of our self-government and its implied honor is the indispensable ingredient of the "St. Mary's girl."

When you arrive at St. Mary's, you immediately become a member of the Student Government Association. I know that you will soon feel the same pride that we do in this organization and that you can be counted on to help to preserve and improve it. No set of rules can be perfect for all people at all times, but every rule and regulation has been thoroughly adopted and tested by your predecessors. Learn the rules, live by them, and learn to live happily with them. If you are conscientious in your work, enthusiastic in your extra-curricular activities, and sincere and thoughtful of your fellow-students, we feel sure your life at St. Mary's will be richly rewarding.

Sincerely,

ROSLYN BOWERS, *President*

Student Government Association

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of college spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home. The Old Girl—New Girl Reception during Orientation Week gives the new girls an opportunity to meet the faculty. Each Big Sister accompanies a new girl to the party.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor. The other classes assist with aging duties. Early in the morning of the day Christmas holidays begin, seniors sing Christmas carols to the faculty and friends of the school. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's ... the kicking post on the path to Hillsboro Street, which assures one of that special letter if the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a formal dinner in the dining room at Thanksgiving and Christmas. We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. The athletic banquet given at the end of the college year is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas of Mus.

One of the most beautiful parts of Commencement is the "step-singing" in which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Roslyn Bower
Vice-President	Frances Lewi
Secretary	Susan Kij
Honor Board	
Senior Class	Meg Christian
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Evelyn Martin
Secretary of the Hall Council	Alice Tripp
President of the Day Students	Charlotte Atkinson

OTHER CAMPUS OFFICERS

Chairman of Assembly	Luey Brown
Chairman of Legislative Body	Frances Lewi
Editor of the Handbook	Rae Herrin
Editor of the Stagecoach	Amey Parson
Editor of the Belles	Lesley Wharton
Editor of the Muse	Cheryl Koenig
Chief Marshal	Marie Kirksey

Athletic Association

Sigma Club

President	Betty Kellogg
Vice-President	Meg Christian

Mu Club

President	Sherrill Griffith
Vice-President	Neil Parke

Letter Club

President	Ebby Sehmullin
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HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses could be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This is mandatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. Furthermore a student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is full responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT

Each St. Mary's Junior College Student, remembering that she is representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standard of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

STUDENT GOVERNMENT COUNCILS

HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body,

STUDENT GOVERNMENT COUNCILS

to report herself. If she is not willing to accept this responsibility, she does not belong at St. Mary's and may be expelled by the Honor Board.

3. It is important to note that Day Students represent St. Mary even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction, and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council through its two divisions—the Minor Offense Committee and the Disciplinary Committee—has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Board.
3. The Disciplinary Committee of the Hall Council deals with library offenses and issues penalties in cases referred to it by the Honor Board. It deals with serious violations of student regulations and rules of personal conduct which are not under the jurisdiction of the Honor Board.

STUDENT GOVERNMENT COUNCILS

4. The Minor Offense Committee of the Hall Council issues penalties for offenses which are not under the jurisdiction of the Disciplinary Committee.
 5. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.
 6. Hall Council reserves the right to give a campus or points whenever it deems necessary.
- 1) An accumulation of five demerits within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by 5:00 P.M. every Monday. A week's campus for accumulation of demerits begins on Tuesday and continues through the following Monday.
 - 2) Campus slips other than by accumulation of points may be given by a hall counselor or by the Dean, or by the Disciplinary Committee. If a girl receives a campus slip at night from her hall counselor, her stay on campus must begin the next day. A girl campused by Minor Offense Committee or Disciplinary Committee will start campus on the day following her appearance before either committee. Any girl who is granted permission to break campus must make up this campus on the corresponding day and may not petition again.
 - 3) Only three petitions per semester are permitted.
 - a. A request for one day equals one petition.
 - b. A request for a weekend equals three petitions.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details see the Constitution under Legislative Body.

OFFICE POINT SYSTEM

(as set up by the Honor Board)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the **Stage Coach**.

Editor of the **Belles**.

6 Points

Honor Board Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Assembly Programs.

Chief Marshal.

Editor of the **Muse**.

OFFICE POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Canterbury Club.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, **Stage Coach**.

Secretary of Legislative Body

Fire Captain.

Editor of the Handbook.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

* Ex-officio members of any organization do not receive points.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.-Fri.	Saturday	Sunday
8:30 a.m.- 5:00 p.m.	7:00 a.m.- 12:30 p.m.	2:00-3:30 p.m.
7:00- 9:30 p.m.	11:00 p.m.- 9:00 a.m.	7:30-9:30 p.m.
10:00 p.m.- 7:00 a.m.		10:00 p.m.- 7:00 a.m.

The above hours must be observed out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise has the right to request that the noise be stopped.

1. Monday—Saturday Quiet Hour

Quiet should be maintained during class hours, especially on Lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m.-3:30 p.m.

b. A girl must spend the whole of quiet hour in one place: she may not move from room to room during this period. **One who has been off campus and returns during this time must go to the library or remain in the parlor.**

c. Visitors should leave before 2:00 p.m. or after 3:30 p.m. on Sunday.

3. Quiet in Rooms

A sign, **Do Not Disturb**, is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign must not be crossed except by a teacher, a counselor on official business, or an Honor Board member. **Any student violating this rule will be called before the Hall Council.** Students are warned to use this sign only for sleeping, studying, or legitimate privacy.

4. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

DORMITORY REGULATIONS

- b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so provided that quiet is maintained. A student must sign up with her counselor when she wishes to study in any place other than her room.
- c. Classrooms, except those in Cheshire, may be used by students during closed study. **Students may not use a faculty member's desk**, and rooms must be left in order.

Counselors are allowed to spend closed study hall in another senior's room.

5. Making Up Closed Study Monday-Friday

- a. Students must make up closed study in the afternoon before 7:30 p.m. in the library, the music building, or a classroom in order to have:
 - 1. A Special Permission in the evening to date.
 - 2. For off-campus concerts (Raleigh Music Association, etc.)
 - 3. Underclassmen excused from Supervised Study Hall.
- b. Before 7:30 p.m. the student must leave a statement in the In basket giving the hours and the place of study.
- c. Exceptions:
 - 1. All students who have a B plus average for the preceding quarter or semester are excused from all formal making-up of closed study.
 - 2. All students who have a B average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.

B. NIGHT OFF HALL

- 1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with a senior from another hall for the entire night during the week for study purposes, provided that each hall has a counselor and that one of these is a counselor on that hall.
3. Counselors notify the dean of students who are substituted counselors for overnight absences.

C. AFTER CLOSING HOURS

Girls returning to the dormitory after closing hours may be admitted **only** by a member of the faculty, a hall counselor or a hall representative.

D. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times. Beds should be made up before first class or by 10:30.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Any one violating this rule will be assessed for the damage done.**
- c. Counselors or hall representatives file room inspection reports weekly in the office of the Dean of Students.

2. Hall Regulations

a. Underclassmen:

- (1) Monday through Friday and Sunday
(7:30 p.m.-9:30 p.m.—Closed study period. Monday through Friday.)
 - 10:00 p.m.—Be on own hall.
 - 10:15 p.m.—Be in own rooms.
 - 10:30 p.m.—Lights out for Freshmen.
 - 11:00 p.m.—Lights out for Sophomores.
- (2) Saturday
 - 11:00 p.m.—Be on own hall and quiet.
 - 11:30 p.m.—Lights out for Freshmen.
 - 12:00 m.—Lights out for Sophomores.

DORMITORY REGULATIONS

b. Upperclassmen :

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)

10:00 p.m.—Be on own hall and quiet. (unless dating).

11:00 p.m.—Be in own rooms and quiet.

(2) Saturday

12:00 m.—Be on own hall and quiet.

12:30 a.m.—Be in own rooms and quiet.

E. LATE LIGHTS

1. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 8. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; no late lights must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, etc., must have lights out thirty minutes after returning.

F. GUESTS—OVERNIGHT

1. Register

Overnight guests must be registered in the Dean's Office in the guest book by 1:00 p.m. Friday and Saturday, respectively. Permission must be obtained from the Dean before registering. Students may have guests for the week end (Friday and Saturday nights) provided there is a vacant place available for each guest. No guest may visit during the Midyear or Final Examination periods.

2. Guests limited

Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.

DORMITORY REGULATIONS

3. Regulations observed

- a. **Car keys must be left in the Dean's Office overnight.**
- b. Guests must observe the regulations of the college including chapel attendance and dating rules.
- c. Guests must leave the halls before 2 p.m. or remain until 3:30 p.m. on Sunday. (See Sunday Quiet Hours p. 18.)
- d. Hostess receives any penalties accumulated by the guests.

4. Guest's meals

Reservations for guests in the dining-room must be made with Mr. Rowe, Manager.

G. FIRE DRILLS

The signal for fire drills is the siren and a series of short rings of the bell.

1. Turn on lights.
2. Close windows.
3. Take towel (bath) and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Fire Captain.
9. Return to hall at signal of siren.
10. **Quiet must be maintained during the whole drill.**
11. **Post these rules in your room immediately.**

DORMITORY REGULATIONS

For Fire Protection reasons the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage, etc., at all times. Fire doors on halls must be opened after 11:00 p.m.

H. CIVIL DEFENSE DRILLS

Under the supervision of The Faculty Civil Defense Committee detailed instructions are issued to all campus personnel, resident and non-resident, relative to procedures to be followed in the event of any major disaster. Drills are held periodically at the discretion of The Committee.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Chapel services are on Sunday at 11:00 a.m. and 5:30 p.m. and on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend and take her assigned place.
2. Students must wear regulation black Chapel caps to daily services.
3. Students should maintain a spiritual atmosphere in Chapel and observe quiet.
4. Student Assembly is in the Auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
5. Marshals report absences and tardies from Assembly. A marshal who fails to report absences receives points.
6. Students must not take books, paper, pencils, newspapers, or mail into Chapel or Assembly.
7. Students should refrain from talking, knitting, or sleeping during concerts, lectures, or Assembly.
8. Unexcused absences
 - a. Ten day campus including one weekend for unexcused daily Chapel or Assembly absences.
 - b. Two week campus including two weekends for unexcused Sunday Chapel services.
 - c. Points are given for tardiness to Chapel or Assembly.

B. MARSHALS

Chief Marshal

Marie Kirksey

Marshals—Elsie Barnes, Lucy Brown, Susan Crabtree, Bagley Garden, Sally King.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before Commencement. The marshals take the offering in Chapel, lead Chapel lines, act as ushers at entertainments in the Auditorium, and maintain order at all student body gatherings.

GENERAL CAMPUS REGULATIONS

C. MEALS

Monday-Friday	Saturday	Sunday
Breakfast 7:30-8:15	7:30-8:15	8:30-9:00
Lunch 12:00-1:15	12:30-1:15	Dinner 1:00-1:30
Dinner 6:00	5:30-6:00	Supper 6:00-6:30

1. All students are urged to attend breakfast Monday-Friday.
2. With the exception of fruit and cookies, neither other foods nor milk cartons are to be taken out of the dining room.
3. Reservations for guests in dining room must be made with Mr. Rowe.

D. SMOKING

1. Students may smoke in their own dormitory room if they have adequate ash trays and metal waste baskets. **Cigarette butts should not be thrown away on halls or stairways.**
2. With the exception of fruit and cookies, neither other foods teacher who so permits.
3. **STUDENTS MUST NOT SMOKE IN OR ON A BED.**
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. Students may not smoke either in Cheshire or in **ANY PART OF THE LIBRARY BUILDING.**
6. **STUDENTS MAY NOT SMOKE IN A CLASSROOM DURING CLASSES OR AT ANY OTHER TIME.**

GENERAL CAMPUS REGULATIONS

E. TELEPHONE

The college switchboard is open in accordance with the schedule below.

There is no night operator on duty from 10:10 p.m. to 8:00 a.m. The only line is to the Dean's Office. **All calls after 10:10 p.m. have to be answered in the Dean's Office.** Therefore students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.

When the switchboard is closed, parents may call the Dean, the President, or the Infirmary if emergency necessitates.

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00- 8:30 a.m.	9:30 a.m.-5:30 p.m.	9:00-10:30 a.m.
10:50-11:00 a.m.	6:00-10:10 p.m.	12:15-12:55 p.m.
1:30- 1:45 p.m.		3:30-5:15 p.m.
(Fri. 1:30-2:00 p.m.		6:15-10:10 p.m.
3:30-5:55 p.m.)		
3:45- 5:55		
6:30- 7:25		
9:30-10:10		

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

- No calls are to be made from hall to hall or from dormitory to dormitory.
- Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday, for it is reserved for the use of the pages.

GENERAL CAMPUS REGULATIONS

2. Outgoing Calls

- a. Only seniors may call out during study hall 7:30-9:30 p.m.
- b. No student may call out during Sunday Quiet Hour.
- c. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
- d. Long distance calls must be made before 10:00 p.m. and **only on pay telephones**. Special telephone permissions must come from the Dean.

3. Incoming Calls

- a. No calls are put through to the dormitories until 9:30 a.m. on Saturdays, and 9:00 a.m. on Sundays.
- b. No calls to dormitories after 10:10 p.m.
- c. **Out of consideration for the Dean, please inform parents and friends not to call after 10:10 p.m. or before 8:00 a.m. All calls during these hours ring her office.**
- d. Students are not called out of class to receive calls.

7. INFIRMARY

1. Except in emergency, the infirmary is open only during the following hours:
7:30 a.m.-1:00 p.m.
1:30-2:00 p.m.
4:00-6:00 p.m.
6:30-7:30 p.m.
9:30-9:45 p.m. (**only if necessary**)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a **faculty or staff member**.

GENERAL CAMPUS REGULATIONS

2. Each resident student is expected to report to the College Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the college physician determines that her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college Physician. If a parent insists upon taking the student home without such authorization, class absences will be unexcused and count as cuts. This rule will also apply if a student goes home for treatment by her dentist or any other doctor without authorization from the Infirmary.
3. Parents will be notified of a student's admission to the infirmary if the illness is a long one. If severity of the condition requires it, notification will be made immediately. **No student should call the parents of a sick girl without permission from the Dean of Students.**
4. Any student too sick to attend classes must go to the infirmary.
5. Students leaving church, classes, assemblies, and concerts in the auditorium must report to the infirmary immediately.
6. If the infirmary is closed, the student must report to the Dean's office.
7. Students missing morning class on account of sickness must remain in the infirmary until 12:45 p.m.; students entering the infirmary after 12:00 noon are required to stay until 5:45 p.m.
8. If a student stays in the infirmary during a Friday morning or afternoon she may not leave the campus until Saturday. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
9. If a student is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.
10. **Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.**

GENERAL CAMPUS REGULATIONS

11. Students must not have their books and papers in the infirmary under 48 hours without special permission from the nurse. All prescriptions must go through the infirmary. No prescription may be charged without special permission from the Nurse.
12. Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.
13. Students are not allowed to call the infirmary, or college doctor at office or home, without special permission from the Dean, Nurse, or Doctor.
14. Parents and friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

8. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. During Orientation Week, all students are required to read the Posted Library Regulations, for which they will be held responsible.
3. Names of students who have overdue books, or who owe library fines, are posted each morning on the library bulletin board in the East Rock covered way for resident students, and on the day students' bulletin board for the day students. Students are expected to consult these bulletin boards each morning, and, when their names are posted, to report to the librarian that same day at their first opportunity. A student who fails to return an overdue book, pay a fine in one week, or fails to return a reserve book by 2:00 p.m. on Sunday will be turned in to Hall Council.

GENERAL CAMPUS REGULATIONS

4. Reserve books may be taken out 10 minutes before Hall meetings; and when the student body is attending an evening program, 15 minutes before assemblies.
5. The following library offenses are dealt with by the Disciplinary Committee of the Hall Council or by the Minor Offense Committee of the Hall Council, depending on the seriousness of the offense:
 - a. Taking a **reference** book from the library.
 - b. Taking a book from the library **without leaving the signed book card.**
 - c. Taking a **reserve** book from the library before 9:30 p.m. (See exceptions in Section 4.)
 - d. Taking a book from the reserve shelf without signing the green book card and leaving it at the desk.
 - e. Mutilating any library property, such as marking in books, clipping periodicals, or defacing furniture.
6. Ink, food, cokes, etc. are not to be brought into the library nor left on library premises.

H. DATES ON CAMPUS

Comply with hours on pages 35-37.

I. DANCES

1. Campus Dances.
 - a. **Class presidents and other students who have duties connected with planning a dance must not make commitments** about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.
 - b. Smoking is not permitted in the gym during dances.
2. To attend campus dances, visiting girls must have permission from the chief dance marshal and the president of the group giving the dance.

V. SPECIAL SPOTS

. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-12:55 p.m.
Saturday 8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store at 10:30 a.m.
4. All money (except a small amount of change) should be deposited in the college bank.

. POST OFFICE

1. Stamps are sold Monday-Friday, 8:00-8:25 a.m. and 1:30-1:45 p.m. and Saturday, 8:00-12:15 p.m. at the bookstore.
2. Mail comes in at 7:25 a.m. and 4:30 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday, and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages not available at post office.

(THE RECREATION HUT

1. Suppers, picnics, and meetings may be held in the Hut, provided that permission is granted by the Dean in advance.
2. Users must sign the Hut Calendar in the Dean's office.
3. Users of the Hut must leave it clean and orderly.
4. Students may date in the Hut during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and provided that the Hut has not been engaged for any college activity. The use of the Hut is not restricted to two couples.

SPECIAL SPOTS

5. Users of the Hut check in with parlor hostess after dating Friday, Saturday, and Sunday nights.

D. SUN PORCH REGULATIONS

SUNBURN DOES NOT EXCUSE A STUDENT FROM CLASS PREPARATION, ATTENDANCE, OR PARTICIPATION

1. Sunbathing is restricted to the sunporch. Doorways and window are not used for sunbathing.
2. Girls must sign up on the chart in the covered way when the Chairman of Hall Council has designated that the porch is open.
3. **Only thirty girls** on the porch at one time.
4. Staying limit: one hour in one day.
5. Sun porch may not be used during examination week or on Sundays
6. **Reasonable quiet** necessary.
7. No food, bottled drinks, or smoking.
8. No standing on the rail.
9. Articles brought on roof must be taken back to owner's room.
10. **Rooms passed through must not be disturbed.**

E. HOLT, PENICK AND SMEDES KITCHENS

1. Girls who cook in Holt, Penick and Smedes kitchens must sign for use in advance.
2. Penick kitchen is for seniors only.
3. Girls **must** leave the kitchens **in order**.
4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
5. Kitchens may not be used during the first or second semester examination period, or during Commencement. (Exception: the use of the refrigerators as posted.)

SPECIAL SPOTS

V. LAUNDRY

1. The college laundry provides weekly service for linens and simple clothing.
2. No provision is made for fine laundry.
3. Each girl is allowed an average of \$2.00 a week for laundry.
4. A name tape must be **sewn on** every article being sent to the laundry.

VI. MISCELLANEOUS

1. For train and plane reservations please see Miss Jordan.
2. For lost and found articles and room equipment please see the housekeeper, and also the bulletin board.
3. Students are responsible for reading the bulletin board notices every day.
4. The DEAN'S LIST is a notice posted on the bulletin board in lower Smedes. Students who are requested to see the Dean should do so at time specified.
5. Do not chew gum on any part of the campus except in the dormitories.

VII. OFF CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Underclassmen must sign out whenever they leave campus. A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are counted as town permissions.

Weekdays	Saturday	Sunday
<p>a. Town permission two or more students 11:00 a.m.-6:00 p.m. or 6:30 if in a group of four taking a meal cut.</p> <p>b. Dating 5:00-6:00 p.m. 4:00-6:00 p.m. (Fri.)</p> <p>c. Sophomores in groups of four may go out to supper on Friday nights until 7:25 p.m.</p>	<p>a. Town permission two or more students 9:00 a.m.-6:00 p.m. or 6:30 if in group of four taking a meal cut.</p> <p>b. Dating 12:30-11:00 p.m. Freshmen may single date until 6:00 p.m. Sophomores may single date until 7:00 p.m.</p> <p>* Sophomores may single date until 11:30 p.m. after the first quarter. *(Except new Sophomores).</p>	<p>a. Town permission two or more students after church until 5:00 p.m.</p> <p>b. Single dating after church until 5:00 p.m.</p> <p>c. Sophomores in groups of four may go to the Little Store until 7:00 p.m.</p>

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.

VII. OFF-CAMPUS REGULATIONS

4. Every returning sophomore will be put on the U.D.L.* at the opening of school unless there is a special conduct reason for her being kept off.
5. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided that they double date after 6:00 p.m.
6. Underclassmen may get special permission from the Dean to date with day students.
7. Saturday Night Privileges

a. Dating

- (1) First Quarter all underclassmen must sign out and in with a sophomore on the U.D.L. or an upperclassman. The upperclassman may go out again until 12:00.
- (2) After first quarter Freshmen may double date Saturday night with girls of their own class.

b. In Groups

- (1) Three or more freshmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by a sophomore on the U.D.L.
- (2) Sophomores are allowed to go out on Saturday night in groups of four until 10:30 p.m. provided that one of these four girls is on the U.D.L.

c. Parents or Friends of her Parents

- (1) An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.

* Underclassmen's Date List, compiled by the Dean

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of two.	a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.	a. Town permissions After church until 5:00. 6:00-7:25 in groups of two
b. Dating Mon.-Thurs. 5:00-6:00 p.m. *Fridays 4:00- 11:00 p.m. in groups of four, 10:30 p.m. *Juniors after first quarter	b. Dating After classes until 12:00 m. (12:30 for formal dances)	6:00-10:30 p.m. in groups of four b. Dating After church until 5:00. 6:00-11:00 p.m.

Upperclassmen:

1. have unlimited town permissions.
2. must sign out when they plan to return to college after 6:00 p.m. Monday through Saturday.
3. must sign out and return by 5 p.m. on Sunday.
4. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00 p.m.
5. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

C. GENERAL REGULATIONS

1. Little Store (neighborhood stores and lunch counters).
 - a. Students may go to the Little Store on Saturday for any meal.

OFF-CAMPUS REGULATIONS

- b. Seniors may go to the Little Store for breakfast on Sunday.
2. Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.
3. During the college year, inclusive of Thanksgiving, Christmas, Semester Break and Spring vacations, St. Mary's students may not go into apartments or men's residences in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone.
 - a. When dating in the vicinities of Raleigh, Durham and Chapel Hill, a student must have the chaperone approved by the Dean.
 - b. When visiting outside the vicinities of Raleigh, Durham and Chapel Hill, a student, judging by the requirements of St. Mary's, must use her own discretion to determine whether or not the chaperone is acceptable.
4. Girls must not go into hotels and motels unchaperoned except by special permission from the Dean.
5. There must be at least two St. Mary's girls at a fraternity house. All fraternity houses must be approved by the Dean.
6. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.
7. No student may leave campus after 9 p.m. without special permission.
8. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.

OFF-CAMPUS REGULATIONS

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filed in lower Smedes by student taking weekends, extended Saturday nights, short Friday nights, short Saturday nights, and parents nights.
2. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS**. Telephone invitations and permissions must be given **DIRECTLY TO THE DEAN'S OFFICE**.
3. Permissions and invitations must be in by 1:00 p.m., two days before departure—Wednesday 1:00 p.m. for Friday;
Thursday 1:00 p.m. for Saturday.
4. Points are given for late filing of slips, permissions, and invitations.

II. Slips for dating, going out in groups, or with relatives and friends.

A. Underclassmen

1. Saturday **Blue** slips must be filed by 8:00 p.m. in lower Smedes. Students sign in and out on alphabetical master list in the sign-out hall.
2. **White** special permission slips involving going out on Raleigh, dance with late permission, or Cabin party must be filed in lower Smedes by 1:00 p.m. Friday for Saturday and by 1:00 p.m. Saturday for Sunday.
3. Must file a slip for any absence after 6:00 p.m.

B. Upperclassmen

1. Monday-Thursday
 - a. **white** slips for special absences.
 - b. put slip in out and in boxes in sign-out hall, for signing out.

OFF-CAMPUS REGULATIONS

2. Friday

- a. **yellow** slips for dating in Raleigh and vicinity.
- b. **white** slips for cabin party or formal dance.
- c. sign out and in on master list in sign-out hall.

3. Saturday

- a. **blue** slips for dating in Raleigh and vicinity.
- b. **white** slips for cabin party or formal dance.

4. Sunday

- a. sign out and in on town sheet in sign-out hall.
- b. **white** slip for any special absence.

C. General

- 1. **Write last name first on all slips.**
- 2. All slips are filed in lower Smedes.
- 3. For information concerning making up closed study due to a special permission, see pages 18 and 19.

E. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on **long trips.**
 - b. to fly in non-commercial (private) planes.
 - c. for underclassmen requesting late dance permission.

VIII. WEEKEND ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

A. Definitions:

1. **Weekends** begin after classes on Friday and end on Sunday at 10:00 p.m.
2. **Senior Long Weekends** begin either after classes on Thursday and end Sunday at 10:00 p.m. **or** on Friday after classes and end Monday at 10:00 p.m.
3. **Short Saturday Nights** begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.
4. **Extended Saturday Nights** begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.
5. **Senior Short Friday Nights** begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend.
6. **Parent's Nights** begin after classes and end in time for classes the next morning, otherwise by 10:30 a.m., including Saturday and Sunday.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty, unless special permission has been granted by Dean.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

B. HOLIDAYS

A student who overstays her permission may not be allowed to return. See calendar days regarding academic regulations.

C. WEEK-END ABSENCES — QUOTA

1. Seniors

a. First semester:

2 weekends

2 extended Saturday nights

unlimited short Saturday nights

b. Second Semester:

1 long weekend

2 weekends

2 extended Saturday nights

2 short Friday nights (can only be taken by Seniors having a B average for the preceding quarter)

7 short Saturday nights

WEEK-END ABSENCES — QUOTA

2. Juniors

a. First semester :

- 2 extended Saturday nights
- 4 short Saturday nights
- 1 weekend

b. Second semester:

- 2 weekends
- 3 extendeds
- 2 short Saturday nights

3. Commercial

Commercial students have Junior privileges.

4. Underclassmen

a. First semester:

Freshmen:

- 1 extended
- 3 short Saturday
Nights

Sophomores:

- 2 extendeds
- 2 short Saturday Nights

b. Second semester:

- 2 weekends
- 1 extended
- 2 short Saturday nights

D. GENERAL

1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.

WEEK-END ABSENCES

2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. **All permissions and invitations must be sent directly to the Dean.**
3. With permission from the Dean, a student may take a week end or a long week end on campus. During this time she must attend weekday or Sunday chapel services or required programs. A student who is campused may not take a week end on campus.
4. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations.

A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh.

When college is in session, students may **under no circumstances** attend parties in the vicinity of Raleigh that have not been approved by the Dean.

5. On the night of a St. Mary's dance, **no student may take a parents night in Raleigh.**
6. No week end or extended Saturday night is granted:
 - a.) on orientation week end.
 - b.) until after the pageant on May Day.
 - c.) until after the supervised study hall held four times a year for underclassmen.

WEEK-END ABSENCES

7. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
8. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
9. A student returning late or going to the infirmary **because of fatigue** on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and count as a cut each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

1. The parents of a student may take their daughter, **no other students**, to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social activity in the vicinity of Raleigh, the absence counts as a short Saturday night.
3. See section 4 page 44.
4. Students planning to take a parent's night file an overnight permission slip. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
5. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
6. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights. Those not having Friday night dating privileges must count such a permission as a short Saturday night.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that Day students represent St. Mary's even when they are under their parent's jurisdiction. See pages 13 and 14 regarding Honor Board.
2. Underclassmen whose grades put them on the study hall list are required to study in the library during all of their free periods after their first class. Study Hall reports should be turned in to Day Student President on Friday before 1:00 p.m.
3. Day Students may not go to dormitory rooms during class hours or meal hours except when invited by a resident student or to see a teacher.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day.
5. Day students who are campused during the week are required to be at college from 8:30 to 4:00 p.m. These students may leave campus for 1 hour between 12:00 and 2:00 p.m. in order to eat lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in a signed statement saying that they have made up their campus for the day. These statements will be checked by a student government official. Students will receive points for failure to hand in these statements.
6. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays, Wednesdays, and Fridays.
7. All day students should make an effort to attend all Student Government meetings unless excused by the President of the Day Students.

DAY STUDENTS

8. Day students should attend all day student meetings unless excused by the President of the Day Students.

B. ACADEMIC REGULATIONS (See Page 49)

C. ABSENCES AND TARDIES

1. Day students have the same quota of absences as resident students. Permission to take an absence (other than for illness or unforeseen emergency) must be secured in advance.
2. Day students taking a weekend must file a parental permission in the Dean's office by Wednesday, 1:00 p.m. For unexpected plans see the Dean.
3. When day students find that they will be absent, they should notify the Dean's office before classes begin.
4. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from her physician, parents, or guardian. The excuse must state the exact period covered by the absence. This excuse may be left on the Dean's desk. Failure to comply with this rule will result in an unexcused absence.
5. See Academic Regulations.

D. COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.
2. Day students are requested to ask their parents and friends not to telephone them at the college. In case of emergency, parents may get in touch with them through the Dean. Day students may use the housekeeper's phone for outgoing calls.
3. Day students room telephone number is 834-9345.

DAY STUDENTS

E. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. When visiting dormitories at night, day students should leave by 10:30 p.m. Monday-Thursday, 11:00 p.m. Friday, and 12:00 p.m. Saturday. If a day student finds it necessary to stay later than these hours, she must get permission from the Dean.

F. DAY STUDENTS' ROOMS

1. Day students may smoke on the campus in the day students' locker room and wherever resident students may smoke.
2. Day students may not smoke in the day student's study room.
3. Reasonable quiet must be observed in the day students' locker room.
4. Library quiet must be observed in the day students' study room.
5. Day students' rooms must be kept neat at all times. Points will be given for untidiness.

G. PARKING

1. Register cars and car license numbers with the Dean.
2. Day students should be careful not to park cars directly in front of Smedes or beside Holt.
3. When staying overnight, students should leave their car keys in the office of the Dean, and must be registered in the guest book by a resident student. (See DORMITORY REGULATIONS, F-Overnight regulations)



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = Superior

B = Very Good

C = Good

D = Passing

F = Failing

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

ACADEMIC REGULATIONS

B. CLASS ATTENDANCE

1. UPPERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations and for keeping an accurate record of her absences from class. Absence does not relieve the student from responsibility for work required while she was absent; any written assignment due in a class that is to be missed must be turned in to the teacher prior to the absence except in the case of personal illness. In such a case a student may have a week in which to complete the work she missed. The student is reminded that she is not allowed to make up an assigned test which was missed because of an unexcused absence (exception—death in family).

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. Regulations Regarding Cuts:

- A. College students are allowed unexcused absences each semester equal to the number of class meetings per week in the particular course, not to exceed three. This policy includes physical education classes, laboratory periods, and private music lessons as well as the usual classes. A student on academic probation is not allowed any cuts; she may not be absent for reasons other than personal illness or official college business. A suspended student automatically loses all remaining cuts for the semester.
- B. Absences for any reasons other than **excused personal illness** or **official college business** are unexcused and count against the quota. This includes death and family emergencies, transportation difficulties, and any other personal obligations; therefore, a student is urged to reserve some of her quota to accommodate any emergency that might arise.

ACADEMIC REGULATIONS

1. Excused Personal Illness:

a. Resident students:

- 1) A student has been in the infirmary or in the hospital.
- 2) A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

b. Day students:

A student has been ill at home and **on the day of her return** brings a statement from her physician, parent, or guardian to the Dean's Office.

Unless these conditions are met, the absence is unexcused and counts as a cut.

2. Official College Business:

- a. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
- b. Absence from class to fulfill officially delegated responsibilities.

C. Penalty for exceeding quota of unexcused absences:

1. Three (3) unexcused tardies: one (1) cut
2. Excess of one (1) cut: Attendance probation
3. Excess of two (2) cuts: Dropped from the course

D. Right of Appeal:

In unusual circumstances a student has the right to appeal her placement on attendance probation or her being dropped from a course. Final decision on the appeal rests with the Appeals Committee.

II. Regulations regarding calendar days and other procedures

A. CALENDAR DAYS:

All students are required to attend the last meeting of each class prior to Thanksgiving, Christmas, and Spring Va-

ACADEMIC REGULATIONS

cations and Semester break and the first meeting of each class following these vacations. (Exception—a class whose last meeting is more than forty-eight (48) hours prior to the start of vacation or whose first meeting is more than forty-eight (48) hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to attendance probation.

NO requests for leaving class early on the closing day before vacation will be considered, and individual faculty members are asked not to grant permission if they are approached about the matter.

B. CHANGING SECTIONS

If a student attends any section of her class other than her own, she must sacrifice a cut. **No cuts are allowed on Calendar Days.**

C. LEAVING CLASS EARLY

If a student leaves class early for any reasons other than illness or emergency, this absence will count as a cut. If a student is ill and is excused from class during a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' Office. **NO cuts are allowed on Calendar Days.**

2. UNDERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations.

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. Regulations regarding absences:

High school students are not allowed to miss classes for any reasons other than **excused personal illness** or **official college business**.

ACADEMIC REGULATIONS

A. Excused Personal Illness:

1. Resident students:

- a. A student has been in the infirmary or in the hospital.
- b. A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

2. Day students:

A student has been ill at home and **on the day of her return** brings a note from her physician, parent, or guardian to the Dean's Office.

B. Official College Business

1. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
2. Absence from class to fulfill officially delegated responsibilities.

Any absence which does not meet one of the above conditions is NOT excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence. (Exception—death in family.)

II. Regulations regarding Calendar Days and other procedures:

A. Calendar Days:

All students are required to attend the last meeting of each class prior to Thanksgiving, Christmas, and Spring Vacations and Semester break and the first meeting of each class following these vacations. It is important that both students and parents realize that no exceptions can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

ACADEMIC REGULATIONS

B. Changing Sections:

No student may attend another section in place of the one for which she is regularly scheduled.

C. Leaving Class Early:

No student may leave a class before the regularly scheduled time, except in the case of illness or emergency. If a student is ill and is excused from class, she must report immediately to the infirmary.

C. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. Beginning with the 1965-66 session the quality point system at St. Mary's Junior College will be as follows:

A = 4 quality points per semester hour

B = 3 quality points per semester hour

C = 2 quality points per semester hour

D = 1 quality point per semester hour

2. **For Graduation**

For graduation a student must earn 60 semester hours in academic work and 120 quality points, with a quality point ratio (Q.P.R.) of 2.0 (Quality points are not given for Physical Education). The Q.P.R. is calculated by dividing the accumulated number of quality points earned by the accumulated number of semester hours **carried** in academic work (not semester hours passed). Students in residence for one year must earn 30 hours and 60 quality points at St. Mary's. Those in residence for two years must earn a minimum of 51 hours and 102 quality points at St. Mary's with a Q.P.R. of 1.80. To make up deficiencies, a student may earn a maximum of 9 hours in the summer session of accredited colleges. Transfer credit of D grade is not accepted, and quality points beyond the value of C will not be awarded for work from another college.

3. **Junior Year**

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.25, plus 2 hours of Physical Education, to be considered for re-admission. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are re-

ACADEMIC REGULATIONS

quired for her consideration as a candidate for the senior class, with a Q.P.R. below 1.73, she is automatically placed on academic probation for the following semester. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is not permitted to be absent from any class for reasons other than personal illness or family emergency.

All students entering the junior class after June 1965 are affected by these rulings.

D. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. She must have earned a quality point ratio of 3.0 or better in her subjects taken for credit.

First and third quarter honor rolls are based on quarter grades.

Second and fourth quarter honor rolls are based on semester grades.

Year honor roll is based on the two semester grades.

E. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months.

F. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation.

G. DEFICIENCY LISTS AND STUDY HALLS

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervised Study Hall sessions—8:30 to 11:30 a.m. prior to Christmas and Spring vacations and prior to Midyear and Final examinations.

XI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club and the sports instructor make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchestras, Caperettes, and Sea Saints. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

A Letter Club Banquet is held near the close of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.
4. The All-Star team is selected by the vote of all the girls on the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.

ATHLETICS

5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.

3. TENNIS

1. The front tennis courts may not be used on Sundays.
2. When going to and from the courts in shorts or gymnasium suits, students are asked to use the covered ways, not to cross the front campus.
3. Students may not wear hard-heeled shoes, bathing suits, or halters on the courts. Gym suits or white shorts with a white shirt are the desired apparel.

. SWIMMING

1. To graduate from St. Mary's a girl must pass a swimming proficiency test.
2. Students wishing to go swimming must be accompanied by a Senior Life Saver.
3. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session.
 - b. From 9:30 to 10:00 p.m.
4. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in pool.

ATHLETICS

5. Any student using the pool is subject to the general rules of behavior posted in the pool room.
6. NO ONE IS ALLOWED TO SWIM ALONE.

D. SPORTSMANSHIP

The ultimate goal in the Physical Education Department is to have each girl become aware of sportsmanship as she participates in classes or in inter-scholastic activities.

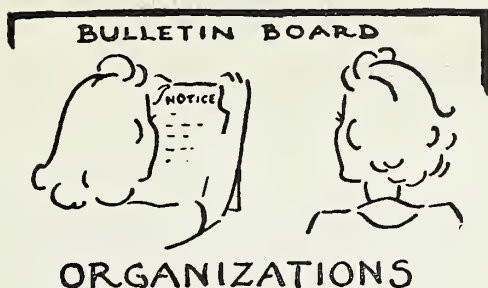
SPORTSMAN'S CREED

Honor the game you play for she who plays the game straight and hard wins even when she loses.

For when the Great Scorer comes to score against your name
He scores not whether you won or lost but how you played the game.

E. GENERAL

1. Students wishing to take riding should consult the gym instructor.
2. Underclassmen sign out on the town sheet for bowling, golf and horseback riding.



I. HONORARY

The Order of the Circle

President

Judy Rogers

“As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of cooperation among the students, by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in the school life and activities.” The Secretary and Treasurer are to be elected in the fall.

The Beacon

President

Molly Richardson

“The Beacon is not a secret organization since the principal purposes are to promote among the high school girls a better school spirit, more cooperation, and participation in extracurricular activities.”

ORGANIZATIONS

II. Extracurricular Activities

Acolytes

Chairman

Linda Wooten

The acolyte committee is composed of approximately a dozen girls who assist the chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the second semester to serve for the coming school year.

Altar Guild

Chairman

Nancy Johnson

Co-Chairman

Nancy Russell

The Altar Guild, which has charge of preparing for chapel services, through various committees, is composed of high school and college students.

Choir

Membership in the Choir is open to all students who must attend choir rehearsals regularly. The rehearsals are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special occasions. The Officers are to be elected in the fall, one from each class.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year. The officers are to be elected in the fall.

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

ORGANIZATIONS

Canterbury Club

The Canterbury Club is the young people's organization of the Episcopal Church. Students from various colleges in Raleigh meet together for worship, study, and fellowship on Sunday nights. St. Mary's is always well represented at these intercollegiate meetings. Any student may join. The officers are to be elected in the fall.

Y. W. C. A.

President
Secretary

Carolyn Crowder
Junie Small

The Y. W. C. A. is a service organization. Among its activities is a Christmas party for the orphanage, social work at Dorothea Dix, The North Carolina State School for the Blind, and Saint Luke's Home for the Aged.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The officers are to be elected in the fall.

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

ORGANIZATIONS

Letter Club

President

Ebby Schmulling

The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. Each member receives a chenille letter to be worn on her school jacket or sweater. New members are announced throughout the year and are welcomed into the club. All-stars are awarded in assembly by the Letter Club President.

Sea Saints

President

Betsy Dameron

The Sea Saints are the water ballet club at St. Mary's. Tryouts for the club are held in the fall. Membership is based on a girl's skill and interest. The members chosen practice skills in synchronized swimming and organize a water ballet. The ballet is given to the student body and townspeople in the spring.

Orchesis

President

Suzanne Poole

Secretary-Treasurer

Jean Healy

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day Pageant.

The Doctors' Daughters' Club

All girls whose fathers are doctors are eligible for membership in the club. It is chiefly a service organization having both school and community projects. The three officers are to be elected in the fall.

ORGANIZATIONS

Caperettes

President
Secretary

Martha Myers
Robbie Leach

The Caperettes, organized in the fall of 1962, offers advanced tap dance training. They aim for precision and accuracy in a variety of dances. During the year, Caperettes presents programs on and off campus.

C. C. U. N.

President

Nancy Johnson

The Collegiate Council for the United Nations is an organization which strives to create an awareness of an appreciation for the United Nations. The small discussion group tries to stimulate interest in international events and to make a study of world problems. Each year the organization sends delegates to a regional Model General Assembly.

"Cold Cuts"

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from washboards and combs to bongo drums, guitars, and the piano—is used. These girls, in their overalls and plaid shirts, add much school spirit to St. Mary's!

Student Publications

Editor of the **Stagecoach**
Editor of the **Muse**
Editor of the **Belles**
Editor of the Handbook

Amey Parsons
Cheryl Koenig
Lesley Wharton
Rae Herrin

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and May. The BELLES is the semi-monthly newspaper. The Handbook is the annual of the Student Government Association.

At the end of each year the four editors, the business manager and outstanding members of the staffs are awarded keys for the quality and dependability of their work.



NECESSITIES

Gloves, hats and conservative dresses or suits for church.

Gloves and appropriate dresses for concerts.

Dresses or suits, with heels, for Sunday dinner.

Sports clothes for picnics and study hours.

Loafers, skirts, sweaters, and blouses for class.

A raincoat and a heavy coat.

A white dress to be worn at commencement time, for Class Day and Graduation (All Classes).

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets & Pillow

Sheets

Pillow cases

Towels

Bedsreads

Quilted mattress protector

Bathing Cap

Tennis Shoes

Name Tapes

Laundry bags—at least two

Study lamp

Alarm Clock

Webster's Seventh New Collegiate Dictionary

NECESSITIES

NONESSENTIAL BUT NICE

Rubber boots	Shoe bags or rack
Sewing box	Wastepaper basket
Backrest	Record Player
Radio	Skirt and blouse hangers
Tennis racket and balls	Hot water bottle

REQUIRED

Six white dinner napkins to donate to the dining room.
One white towel to donate to the Physical Education department.
A flashlight.

THINGS NOT TO BRING

1. Electric appliances, for example: sun lamp, coffee pots, heating pads.
2. Electric hair dryers may be used in the gym and in Holt basement with permission of the counselors.

PLEASE NOTE: AT THE END OF THE FIRST MONTH OF THE ACADEMIC YEAR, STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. IF SHE FAILS THE TEST, SHE WILL BE CAMPUSED UNTIL SHE HAS PASSED IT (80 is passing).

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BRING THIS BOOK WITH YOU

School Song

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

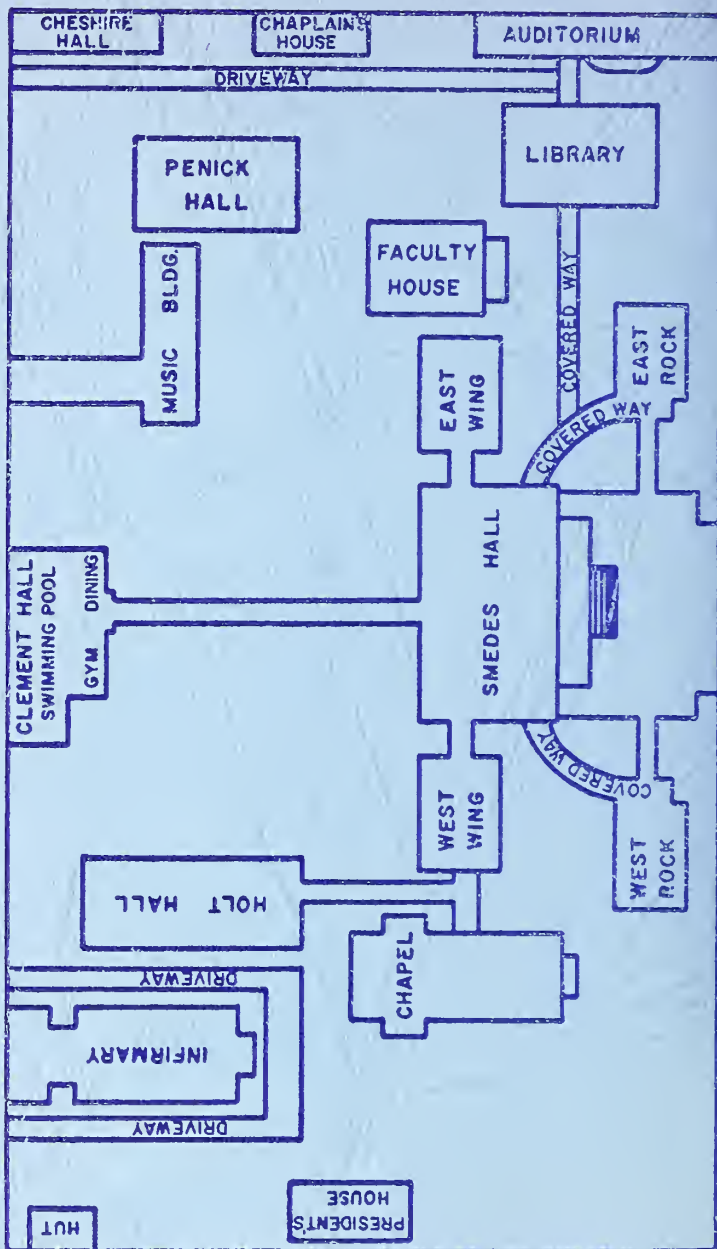
There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



Handbook Issue

BULLETIN



966

1967



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1966-1967

Edited for

Student Government Association

By Jean Rae Herrin

ST. MARY'S JUNIOR COLLEGE BULLETIN

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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS
Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 1:00 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

RICHARD G. STONE, *President*

CALENDAR FOR 1966-67

125th Annual Session

1966

September 7-8, Wednesday-Thursday.....	Registration of day students.
September 12-15, Monday-Thursday.....	Registration of boarding students; testing; matriculation of all students.
September 15, Thursday.....	First semester classes begin, 11:00 a.m.
October 11, Tuesday.....	Annual Meeting of the Board of Trustees.
October 20, Thursday.....	Faculty Reception.
November 23-27.....	Thanksgiving holiday begins at 12:30 p.m. Wednesday and ends at 10:00 p.m. Sunday.
December 17, Saturday.....	Christmas vacation begins at 12:30 p.m.
(Thursday class schedule will be followed on Saturday, December 17.)	
1967	
January 2, Monday.....	Resident students report at 10:00 p.m.
January 3, Tuesday.....	Classes resumed.
January 21, Saturday.....	Reading Day.
January 23-27, Monday-Friday.....	First semester examinations.
January 31, Tuesday.....	Boarding students return by 10:00 p.m. following mid-term break.
February 1, Wednesday.....	Second semester classes begin.
March 23, Thursday.....	Spring vacation begins at 12:30 p.m.
March 29, Wednesday.....	Spring vacation ends at 10:00 p.m.
May 6, Saturday.....	Alumnae Day.
May 19, Friday.....	Reading Day.
May 20-25, Saturday-Thursday.....	Second semester examinations.
May 26, Friday.....	Commencement play.
May 27, Saturday.....	Class Day; Glee Club Concert.
May 28, Sunday.....	Baccalaureate, 11:00 a.m.
May 29, Monday.....	Commencement, 10:30 a.m.

The dining room is closed at all scheduled vacation periods.

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a resident chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

Welcome to St. Mary's! All of us at St. Mary's are looking forward to your arrival and to many friendships with you.

When you come to St. Mary's, you enter into a new and challenging way of life. You come to gain knowledge and wisdom, to acquire respect for our regulations, and, with understanding, to safeguard the traditions of St. Mary's. New friendships are abundant, and each old girl, each member of the faculty and staff are interested in you, your happiness and development at St. Mary's. It is not long before St. Mary's atmosphere of friendliness and sincerity captures you and makes you feel no longer a "new girl" but a "St. Mary's girl."

The first week of college, Orientation Week, is planned especially for you. During this week there are parties, picnics, hall get-togethers, sings, and various other activities planned to enable you to get acquainted with the girls and the faculty. Your "big sister" is on hand to help you in any way that she can. In addition, the two Senior Counselors on your hall not only serve as helpful guides but also want to be your real friends.

When you arrive at St. Mary's, you immediately become a member of the Student Government Association. Our Student Government at St. Mary's is effective because of the deep interest taken by each girl in the mature development of herself and the assured growth of her college. As a member of Student Government, you are under oath to uphold at all times the Honor Code of St. Mary's and to cooperate fully in fulfilling the responsibilities of your Student Government. We are extremely proud of our Organization and know that its continued success depends upon the loyal support and thorough cooperation of each of you.

As you leave your families and come to St. Mary's, you enter into a new but warm and wonderful adopted family—the family of St. Mary's. As a member of our St. Mary's family, you will meet challenges, but you will also find abundant friendships, love, and understanding. Give your very best to St. Mary's and you will grow to respect and love her as do we and the many girls who have been here before us.

Sincerely,

MARGARET STEVENS, *President*
Student Government Association

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of college spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home.

The Old Girl—New Girl Reception during Orientation Week gives the new girls an opportunity to meet the faculty. Each Big Sister accompanies a new girl to the party.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor. The other classes assist with paging duties. The seniors welcome the juniors with the traditional open house in the fall. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's ... the kicking post on the path to Hillsboro Street, which assures one of that special letter if the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a formal dinner in the dining room at Thanksgiving and Christmas. We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. The athletic banquet given at the end of the college year is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas or Mus.

One of the most beautiful parts of Commencement is the "step-singing" at which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Margaret Stevens
Vice-President	Molly Leary
Secretary	Gale Swann
Honor Board	
Senior Class	Chyrell Botts
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Linda Beville
Secretary of the Hall Council	Stacy Watkins
President of the Day Students	Jean Healy

OTHER CAMPUS OFFICERS

Chairman of Assembly	Linda Stott
Chairman of Legislative Body	Molly Leary
Editor of the Handbook	Margaret Kelly
Editor of the Stagecoach	Anna Holbrook
Editor of the Belles	Molly Richardson
Editor of the Muse	Sally Hurst
Chief Marshal	Jane Patrick

Athletic Association

Sigma Club

President	Betty Kellogg
Vice-President	Nancy Wood Foreman

Mu Club

President	Cissy Fitzpatrick
Vice-President	Betty Davenport

Letter Club

President	Biddy Ager
-----------	------------

HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This is mandatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. Furthermore a student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each St. Mary's Junior College Student, remembering that she is a representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

I. STUDENT GOVERNMENT COUNCILS

A. HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body,

STUDENT GOVERNMENT COUNCILS

to report herself. If she is not willing to accept this dual responsibility, she does not belong at St. Mary's and may be expelled by the Honor Board.

3. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction, and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary, and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council through its two divisions—the Minor Offense Committee and the Disciplinary Committee—has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Board.
3. The Disciplinary Committee of the Hall Council deals with library offenses and issues penalties in cases referred to it by the Honor Board. It deals with serious violations of student regulations and rules of personal conduct which are not under the jurisdiction of the Honor Board.

STUDENT GOVERNMENT COUNCILS

4. The Minor Offense Committee of the Hall Council issues penalties for offenses which are not under the jurisdiction of the Disciplinary Committee.
5. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.
6. Hall Council reserves the right to give a campus or points whenever it deems necessary.
- 1) An accumulation of five demerits within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by 5:00 P.M. every Monday. A week's campus for accumulation of demerits begins on Tuesday and continues through the following Monday.
- 2) Campus slips other than by accumulation of demerits may be given by a hall counselor or by the Dean, or by the Disciplinary Committee. If a girl receives a campus slip at night from her hall counselor, **her stay on campus must begin the next day.** A girl campused by Minor Offense Committee or Disciplinary Committee will start campus on **the day following her appearance before either committee.**
- 3) A petition is a request to break campus and is granted by the Chairman or Secretary of Hall Council. Any girl who is granted this permission to break campus must make her campus of the corresponding day and **may not petition again.**
 - a. Only three petitions per semester are permitted.
 - b. A request for one day equals one petition.
 - c...A request for a weekend equals three petitions.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details see the Constitution under Legislative Body.

OFFICE POINT SYSTEM

(as set up by the Honor Board)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the **Stage Coach**.

Editor of the **Belles**.

6 Points

Honor Board Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Assembly Programs.

Chief Marshal.

Editor of the **Muse**.

OFFICE POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Canterbury Club.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, **Stage Coach**.

Secretary of Legislative Body

Fire Captain.

Editor of the Handbook.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

* Ex-officio members of any organization do not receive points.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.-Fri.	Saturday	Sunday
8:30 a.m.- 5:00 p.m.	7:00 a.m.- 12:30 p.m.	2:00-3:30 p.m. 7:30-9:30 p.m.
7:00- 9:30 p.m.	11:00 p.m.- 9:00 a.m.	10:00 p.m.- 7:00 a.m.
10:00 p.m.- 7:00 a.m.		

The above hours must be observed out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise has the right to request that the noise be stopped.

1. Monday—Saturday Quiet Hour

Quiet should be maintained during class hours, especially on Lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m. — 3:30 p.m.

b. A girl must spend the whole of quiet hour in one place; she may not move from room to room during this period. **One who has been off campus and returns during this time may return to her room provided that quiet is maintained.**

c. Visitors should leave by 2:00 p.m. or after 3:30 p.m. on Sunday.

3. Quiet in Rooms

A sign, **Do Not Disturb**, is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign must not be crossed except by a teacher, a counselor on official business, or an Honor Board member. **Any student violating this rule will be called before the Hall Council.** Students are warned to use this sign only for sleeping, studying, or legitimate privacy.

4. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

DORMITORY REGULATIONS

- b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so provided that quiet is maintained. A student must sign up with her counselor when she wishes to study in any place other than her room after 10:00.
- c. Classrooms, except those in Cheshire, may be used by students during closed study. **Students may not use a faculty member's desk**, and rooms must be left in order.
College students may spend closed study in another college student's room.

5. Making Up Closed Study Monday-Friday

- a. All students must make up closed study in the afternoon before 7:30 p.m. in the library, music building, or a classroom in order to have:
 - 1. A Special Permission in the evening to date.
 - 2. For off-campus concerts (Raleigh Music Association, etc.)
 - 3. Underclassmen excused from Supervised Study Hall.
- b. A report of made-up closed study must be written on the reverse of the Special Permission slip.
- c. Exceptions:
 - 1. All students who have a B average for the preceding quarter or semester are excused from all formal making-up of closed study.
 - 2. All students who have a C+ average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.

B. NIGHT OFF HALL

- 1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with a senior from another hall for the entire night during the week for study purposes, provided that each hall has a counselor and that one of these is a counselor on that hall.
3. Counselors notify the dean of students who are substitute counselors for overnight absences.

C. AFTER CLOSING HOURS

Girls returning to the dormitory after closing hours may be admitted **only** by a member of the faculty, a hall counselor, or a hall representative.

D. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times. Beds should be made up before first class or by 10:30.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Any one violating this rule will be assessed for the damage done.**
- c. Counselors or hall representatives file room inspection reports weekly in the office of the Dean of Students.

2. Hall Regulations

a. Underclassmen:

- (1) Monday through Friday and Sunday
(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)

10:00 p.m.—Be on own hall.

10:15 p.m.—Be in own rooms.

10:30 p.m.—Lights out for Freshmen.

11:00 p.m.—Lights out for Sophomores.

- (2) Saturday

11:00 p.m.—Be on own hall and quiet.

11:30 p.m.—Lights out for Freshmen.

12:00 m.—Lights out for Sophomores.

DORMITORY REGULATIONS

b. Upperclassmen:

- (1) Monday through Friday and Sunday
(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)
10:00 p.m.—Be on own hall and quiet. (unless dating).
11:00 p.m.—Be in own rooms and quiet.
- (2) Saturday
12:00 m.—Be on own hall and quiet.
12:30 a.m.—Be in own rooms and quiet.

E. LATE LIGHTS

1. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 8. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; no late lights must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, etc., must have lights out thirty minutes after returning.

F. GUESTS—OVERNIGHT

1. Register

Overnight guests must be registered in the Dean's Office in the guest book by 1:00 p.m. Friday and Saturday, respectively. Permission must be obtained from the Dean before registering. Students may have guests for the week end (Friday and Saturday nights) provided there is a vacant place available for each guest. No guest may visit during the Midyear or Final Examination periods.

2. Guests limited

Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.

DORMITORY REGULATIONS

3. Regulations observed

- a. Car keys must be left in the Dean's office overnight.
- b. Guests must observe the regulations of the college including chapel attendance and dating rules.
- c. Any guest leaving during church, must wait in the little parlor, not on the hall.
- d. Guests must leave the halls before 2 p.m. or remain until 3:30 p.m. on Sunday. (See Sunday Quiet Hours.)
- e. Hostess receives any penalties accumulated by the guest.

4. Guest's Meals

Reservations for guests in the dining room must be made with Mr. Bell, Manager.

G. FIRE DRILLS

The signal for fire drills is the siren and a series of short rings of the bell.

1. Turn out lights.
2. Close windows.
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or the dining room steps.
9. Return to hall at signal of siren.
10. Quiet must be maintained during the whole drill.
11. Post these rules in your room immediately.

DORMITORY REGULATIONS

For Fire Protection reasons the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage, etc., at all times. Fire doors on halls must be opened after 11:00 p.m.

H. CIVIL DEFENSE DRILLS

Under the supervision of The Faculty Civil Defense Committee detailed instructions are issued to all campus personnel, resident and non-resident, relative to procedures to be followed in the event of any major disaster. Drills are held periodically at the discretion of The Committee.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Chapel services are on Sunday at 11:00 a.m. and 5:30 p.m. and on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend and take her assigned place.
2. Students must wear regulation black Chapel caps to daily services.
3. Students are requested not to wear lace prayer caps or mantillas to any of the services.
4. Students should maintain a spiritual atmosphere in Chapel.
5. Student Assembly is in the Auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
6. Marshals report absences and tardies from Assembly. A marshal who fails to report absences receives points.
7. Students must not take books, paper, pencils, newspapers, or mail into Chapel or Assembly.
8. Unexcused absences
 - a. Ten day campus including one weekend for unexcused daily Chapel or Assembly absences.
 - b. Two week campus including two weekends for unexcused Sunday Chapel services.
 - c. Points are given for tardiness to Chapel or Assembly.

B. MARSHALS

Chief Marshal

Jane Patrick

Marshals — Rita Daniels, Margaret Isley, Lander Marshall, Olivia Miller, Charlotte Weaver.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before Commencement. The marshals take the offering in Chapel, lead Chapel lines, act as ushers at entertainments in the Auditorium, and maintain order at all student body gatherings.

GENERAL CAMPUS REGULATIONS

C. MEALS

Monday-Friday	Saturday	Sunday
Breakfast 7:30-8:15	7:30-8:15	8:30-9:00
Lunch 12:00-1:15	12:30-1:15	Dinner 1:00-1:30
Dinner 6:00	5:30-6:00	Supper 6:00-6:30

1. All students are urged to attend breakfast.
2. Only fruit and cookies are to be taken out of the dining room.
3. Reservations for guests in the dining room must be made with the manager of dining room.

D. SMOKING

1. Students may smoke in their own dormitory room if they have adequate ash trays and metal waste baskets. **Cigarette butts should not be thrown away on halls or stairways.**
2. Students may smoke in the Hut and in the music studio of any teacher who so permits.
3. **STUDENTS MUST NOT SMOKE IN OR ON A BED.**
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. Students may not smoke either in Cheshire or in ANY PART OF THE LIBRARY BUILDING.
6. **STUDENTS MAY NOT SMOKE IN A CLASSROOM AT ANY TIME.**

GENERAL CAMPUS REGULATIONS

E. TELEPHONE

The college switchboard is open in accordance with the schedule below.

There is no night operator on duty from 10:10 p.m. to 8:00 a.m. The only line is to the Dean's Office. **All calls after 10:10 p.m. have to be answered in the Dean's Office.** Therefore students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.

When the switchboard is closed, parents may call the Dean, the President, or the Infirmary if emergency necessitates.

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00- 8:30 a.m.	9:30 a.m.-5:30 p.m.	9:00-10:30 a.m.
10:50-11:00 a.m.	6:00-10:10 p.m.	12:15-12:55 p.m.
1:30- 1:45 p.m.		3:30-5:15 p.m.
(Fri. 1:30-2:00 p.m.		6:15-10:10 p.m.
3:30-5:55 p.m.)		
3:45- 5:55		
6:30- 7:25		
9:30-10:10		

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

No calls are to be made from hall to hall or from dormitory to dormitory unless for **official** school business.

2. Outgoing Calls

- a. Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday, as they are reserved for the use of the pages.

GENERAL CAMPUS REGULATIONS

- b. Students are requested not to call out from 9:30-10:10 p.m. Monday through Friday because there are so many incoming calls.
- c. Only seniors may call out during study hall, 7:30-9:30 p.m.
- d. NO STUDENT may call out during Sunday Quiet Hour.
- e. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
- f. Long distance calls must be made before 10:00 p.m. and **only on pay telephones**. Special telephone permissions must come from the Dean.

3. Incoming Calls

- a. No calls are put through to the dormitories until 9:30 a.m. on Saturdays, and 9:00 a.m. on Sundays.
- b. No calls to dormitories after 10:10 p.m.
- c. **Out of consideration for the Dean, please inform parents and friends not to call after 10:10 p.m. or before 8:00 a.m. All calls during these hours ring her office.**
- d. Students are not called out of class to receive calls.

F. INFIRMARY

- 1. Except in emergency, the infirmary is open only during the following hours:
 - 7:30 a.m. — 2:00 p.m.
 - 4:00 — 7:30 p.m.
 - 9:30 — 9:45 p.m. (ONLY IF NECESSARY)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a **faculty or staff member**.

GENERAL CAMPUS REGULATIONS

2. Each resident student is expected to report to the College Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the college physician determines that her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college Physician. If a parent insists upon taking the student home without such authorization, class absences will be unexcused and count as cuts. This rule will also apply if a student goes home for treatment by her dentist or any other doctor without authorization from the Infirmary.
3. Parents will be notified of a student's admission to the infirmary if the illness is a long one. If severity of the condition requires it, notification will be made immediately. **No student should call the parents of a sick girl without permission from the Dean of Students.**
4. Any student too sick to attend classes must go to the infirmary.
5. Students leaving church, classes, assemblies, and concerts in the auditorium must report to the infirmary immediately.
6. If the infirmary is closed, the student **must report** to the Dean's office.
7. Students missing morning class on account of sickness must remain in the infirmary until 12:45 p.m.; students entering the infirmary after 12:00 noon are required to stay until 5:45 p.m.
8. If a student stays in the infirmary Friday morning or afternoon she may not leave the campus until Saturday. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
9. If a student is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.
10. **Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.**

GENERAL CAMPUS REGULATIONS

11. Students must not have their books and papers in the infirmary under 48 hours without special permission from the nurse. All prescriptions must go through the infirmary. No prescription may be charged without special permission from the Nurse.
12. Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.
13. Students are not allowed to call the infirmary, or college doctor at office or home, without special permission from the Dean, Nurse, or Doctor.
14. Counselors with special permission from the nurse may visit in the infirmary during visiting hours.
15. Parents and family friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

G. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. During Orientation Week, all students are required to read the Posted Library Regulations, for which they will be held responsible.
3. Names of students who have overdue books, or who owe library fines, are posted each morning on the library bulletin board in the East Rock covered way for resident students, and on the day students' bulletin board for the day students. Students are expected to consult these bulletin boards each morning, and, when their names are posted, to report to the librarian that same day at their first opportunity. A student who fails to return an overdue book, pay a fine in one week, or fails to return a reserve book by 2:00 p.m. on Sunday will be reported to Hall Council.

GENERAL CAMPUS REGULATIONS

4. Reserve books may be taken out 10 minutes before Hall meetings; and when the student body is attending an evening program, 15 minutes before assemblies.
5. The following library offenses are dealt with by the Disciplinary Committee of the Hall Council or by the Minor Offense Committee of the Hall Council, depending on the seriousness of the offense:
 - a. Taking a **reference** book from the library.
 - b. Taking a book from the library **without leaving the signed book card at the circulation desk.**
 - c. Taking a **reserve** book from the library before 9:30 p.m. (See exceptions in Section 4.)
 - d. Taking a book from the reserve shelf without signing the green book card and leaving it at the desk.
 - e. Mutilating any library property, such as marking in books, clipping periodicals, or defacing furniture.
6. Ink, food, cokes, etc. are not to be brought into the library nor left on library premises.

H. DATES ON CAMPUS

Comply with hours on pages 35-37.

I. DANCES

1. Campus Dances.
 - a. **Class presidents and other students who have duties connected with planning a dance must not make commitments about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.**
 - b. Smoking is not permitted in the gym during dances.
2. To attend campus dances, visiting girls must have an invitation from the chief dance marshal and the president of the group giving the dance.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-12:45 p.m.
Saturday 8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store at 9:00 a.m.
4. All money (except a small amount of change) should be deposited in the college bank.

B. POST OFFICE

1. Stamps are sold at post office Monday-Friday, 8:00-8:25 a.m. and 1:45-2:00 p.m. and Saturday, 8:00-12:15 p.m. at the bookstore.
2. Mail comes in at 7:25 a.m. and 4:30 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday, and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages not available.

C. THE RECREATION HUT

1. Suppers, picnics, and meetings may be held in the Hut, provided that permission is granted by the Dean in advance.
2. Users must sign the Hut Calendar in the Dean's office.
3. Users of the Hut must leave it clean and orderly.
4. Students may date in the Hut during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and that the Hut has not been engaged for any other activity.
5. Users of the Hut check in with parlor hostess after dating Friday, Saturday, and Sunday nights 15 minutes before dating hours end.

SPECIAL SPOTS

D. SUN PORCH REGULATIONS

SUNBURN DOES NOT EXCUSE A STUDENT FROM CLASS PREPARATION, ATTENDANCE, OR PARTICIPATION.

1. Sunporch hours are 9:30 a.m.-3:30 p.m.
2. Sunbathing is restricted to the sunporch. (Doorways and windows are not used for sunbathing.)
3. Girls must sign up on the chart in the covered way when the Chairman of Hall Council has designated that the porch is open.
4. Only thirty girls on the porch at a time.
5. Staying limit: one hour in one day.
6. Sun porch may not be used during examination week or on Sundays.
7. Reasonable quiet necessary.
8. No food, bottled drinks, or smoking.
9. No standing on the rail.
10. Articles brought on the roof must be taken back to owners room.
11. Rooms passed through must not be disturbed.

E. HOLT, PENICK, SMEDES AND NEW DORMITORY KITCHENS

1. Groups which cook in Holt, Penick, Smedes, and new dormitory kitchens must sign for use in advance.
2. Penick kitchen is for seniors only.
3. Girls **must** leave the kitchens in **order**.
4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
5. Kitchens may not be used during the first or second semester examinations period, or during Commencement. (Exception: the use of the refrigerator as posted.)

SPECIAL SPOTS

V. LAUNDRY

1. The college laundry provides weekly service for linens and simple clothing.
2. Each girl is allowed an average of \$2.00 a week for laundry.
3. A name tape must be sewn on every article being sent to the laundry.

VI. MISCELLANEOUS

1. For train and plane reservations please see Miss Jordan.
2. For lost and found articles and room equipment please see the housekeeper, and also the bulletin board.
3. Students are responsible for reading the bulletin board notices every day.
4. Do not chew gum in any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Underclassmen must sign out whenever they leave campus. A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are counted as town permissions.

Weekdays	Saturday	Sunday
<p>a. Town permission; two or more students 11:00 a.m.-6:00 p.m. or 6:30 if in a group of at least four taking a meal cut.</p> <p>b. Dating 5:00-6:00 p.m. 4:00-6:00 p.m. (Fri.)</p> <p>c. Sophomores in groups of at least four may go out to supper on Friday nights until 7:25 p.m.</p>	<p>a. Town permission; two or more students 9:00 a.m.-6:00 p.m. or 6:30 if in group of at least four taking a meal cut.</p> <p>b. Dating 12:30-11:00 p.m. Freshmen may single date until 6:00 p.m. Sophomores may single date until 7:00 p.m.</p> <p>* Sophomores may single date until 11:30 p.m. after the first quarter. *(Except new Sophomores).</p>	<p>a. Town permission; two or more students after church until 5:00 p.m.</p> <p>b. Single dating after church until 5:00 p.m.</p> <p>c. Sophomores in groups of at least four may go to the Little Store until 7:00 p.m.</p>

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.

OFF-CAMPUS REGULATIONS

4. Every returning sophomore will be put on the U.D.L.* at the opening of school unless there is a special conduct reason for her being kept off.
5. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided that they double date after 6:00 p.m.
6. Underclassmen may get special permission from the Dean to date with day students.
7. Saturday Night Privileges
 - a. Dating
 - (1) First Quarter all underclassmen must sign out and in with a sophomore on the U.D.L. or an upperclassman. The upperclassman may go out again until 12:00.
 - (2) After first quarter Freshmen may double date Saturday night with girls of their own class.
 - b. In Groups
 - (1) Three or more freshmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by a sophomore on the U.D.L.
 - (2) Sophomores are allowed to go out on Saturday night in groups of four until 10:30 p.m. provided that one of these four girls is on the U.D.L.
 - c. Parents or Friends of her Parents
 - (1) An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.

* Underclassmen's Date List, compiled by the Dean

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of two. b. Dating Mon.-Thurs. 5:00- 6:00 p.m. * Fridays 4:00-11:00 p.m. In groups of four girls 10:30 p.m. * Juniors after first quarter.	a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four. b. Dating After classes until 12:00 m. (12:30 for formal dances).	a. Town permissions After church until 5:00. 6:00-7:25 in groups of two 6:00-10:30 p.m. in groups of four b. Dating After church until 5:00. 6:00-11:00 p.m.

Upperclassmen:

1. may date at specific dating hours and at any other time acquire special permission.
2. have unlimited town permissions.
3. must sign out when they plan to return to college after 6:00 p.m. Monday through Saturday.
4. must sign out and return by 5:00 on Sunday.
5. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00.
6. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

OFF-CAMPUS REGULATIONS

C. GENERAL REGULATIONS

1. Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.
2. During the college year, **inclusive of Thanksgiving, Christmas, Semester Break and Spring vacations**, St. Mary's students may not go into apartment or men's residences in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone.
 - a. When dating in the vicinities of Raleigh, Durham and Chapel Hill, a student must have the chaperone approved by the Dean
 - b. When visiting outside the vicinities of Raleigh, Durham and Chapel Hill, a student, judging by the requirements of St. Mary's, must use her own discretion to determine whether or not the chaperone is acceptable.
3. Girls must not go into hotels and motels unchaperoned except by special permission from the Dean.
4. There must be at least two St. Mary's girls at a fraternity house. All fraternity houses must be approved by the Dean.
5. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.
6. No student may leave campus after 9 p.m. without special permission.
7. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.

OFF-CAMPUS REGULATIONS

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filed in lower Smedes by student taking weekends, extended Saturday nights, short Friday nights, short Saturday nights, and parents nights.
2. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS**. Telephone invitations and permissions must be given **DIRECTLY TO THE DEAN'S OFFICE**.
3. Permissions and invitations must be in by 1:00 p.m., two days before departure—Wednesday 1:00 p.m. for Friday;
Thursday 1:00 p.m. for Saturday.
4. Points are given for late filing of slips, parental permissions, and hostess invitations.

II. Slips for dating, going out in groups, or with relatives and friends.

A. Underclassmen

1. Must file a slip for any absence after 6:00 p.m.
2. Saturday dating and special permission
 - a. **Blue** slips for Saturday dating in Raleigh and vicinity.
 - b. Filed by 8:00 in lower Smedes.
 - c. Sign out and in on alphabetical master list in the sign out hall.
 - d. **White** special permission slips for going out of Raleigh, dance with late permission, or Cabin party must be filed in lower Smedes by 1:00 p.m. Friday for Saturday and by 1:00 p.m. Saturday for Sunday.

B. Upperclassmen

All slips must be filed in lower Smedes permission boxes. Sign in and out on the master list in the sign out hall.

1. Monday-Thursday
 - a. Pink slips for special absences.
 - b. dating 5:00-6:00 sign out on town sheet.

OFF-CAMPUS REGULATIONS

2. Friday

- a. **yellow** slips for dating in Raleigh and vicinity.
- b. special yellow slips for cabin party or formal dance.

3. Saturday

- a. **blue** slips for dating in Raleigh and vicinity.
- b. special blue slips for cabin party or formal dance.

4. Sunday

- a. before 5:00 p.m. sign in and out on town sheet.
- b. **pink** slips after 6:00 for dating in Raleigh and vicinity.
- c. **Sunday night dating not permissible if on deficiency list.**

C. General

- 1. **Write last name first on all slips.**
- 2. All slips are filed in lower Smedes.
- 3. For information concerning making up closed study due to a special permission, see pages 18 and 19.
- 4. **Do not initial master list.**

E. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on **long trips**.
 - b. to fly in non-commercial (private) planes.
 - c. for underclassmen requesting late dance permission.

VIII. WEEKEND ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

A. Definitions:

1. **Weekends** begin after classes on Friday and end on Sunday at 10:00 p.m.
2. **Senior Long Weekends** begin either after classes on Thursday and end Sunday at 10:00 p.m. **or** on Friday after classes and end Monday at 10:00 p.m.
3. **Short Saturday Nights** begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.
4. **Extended Saturday Nights** begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.
5. **Senior Short Friday Nights** begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend.
6. **Parent's Nights** begin after classes and end in time for classes the next morning, otherwise by 10:30 a.m., including Saturday and Sunday.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty, unless special permission has been granted by Dean.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

B. HOLIDAYS

1. A student who overstays her permission may not be allowed to return. See calendar days regarding academic regulations.
2. A student whose plans for return after a vacation are unexpectedly changed should call the DEAN'S OFFICE after 12:00 noon on the day she is due to return.

C. WEEK-END ABSENCES — QUOTA

	First Semester	Second Semester
Seniors	2 weekends 2 extended Saturday nights unlimited short Saturday nights	1 long weekend 2 weekends 2 extended Saturday nights 2 short Friday nights (can be taken only by Seniors having a B average the preceding quarter) 7 short Saturday nights
Juniors	1 weekend 2 extended Saturday nights 4 short Saturday nights	2 weekends 3 extended Saturday nights 2 short Saturday nights
Sophomores	1 weekend 1 extended Saturday night 2 short Saturday nights	2 weekends 1 extended Saturday night 2 short Saturday nights
Freshmen	1 extended Saturday night 3 short Saturday nights	2 weekends 1 extended Saturday night 2 short Saturday nights

WEEK-END ABSENCES

D. GENERAL

1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.
2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. **ALL PERMISSIONS AND INVITATIONS MUST BE SENT DIRECTLY TO THE DEAN.**
3. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations.

A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh.

When college is in session, students **under no circumstances** may attend parties in the vicinity of Raleigh that have not been approved by the Dean.

4. On the night of a St. Mary's dance, **no student may take a parents night in Raleigh.**
5. No week end or extended Saturday night is granted:
 - a.) on orientation week end.
 - b.) until after the pageant on May Day.
 - c.) until after the supervised study hall held four times a year for underclassmen.

WEEK-END ABSENCES

6. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
7. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
8. A student returning late or going to the infirmary **because of fatigue** on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and count as a cut each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

1. The parents of a student may take their daughter, **no other students**, to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social activity in the vicinity of Raleigh, the absence counts as a short Saturday night.
3. Students planning to take a parent's night file an overnight permission slip. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
4. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
5. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights. Those not having Friday night dating privileges must count such a permission as a short Saturday night.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that day students represent St. Mary's even when they are under their parent's jurisdiction. See pages 13 and 14 regarding Honor Board.
2. Underclassmen whose grades put them on the study hall list are required to study in the library during all of their free periods after their first class. Study Hall reports should be turned in to Day Student President on Friday before 1:00 p.m.
3. Day Students may not go to dormitory rooms during class hours or meal hours except when invited by a resident student or to see a teacher.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day.
5. Day students who are campused during the week are required to be at college from 8:30 to 4:00 p.m. These students may leave campus for 1 hour between 12:00 and 2:00 p.m. for lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in to the President of the Day Students at the end of each day a signed statement saying that they have made up their campus for the day. Students will receive points for failure to hand in these statements.
6. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays, Wednesdays, and Fridays.
7. All day students should make an effort to attend all Student Government meetings unless excused by the President of the Day Students.

DAY STUDENTS

8. Day students should attend all day student meetings unless excused by the President of the Day Students.

B. ACADEMIC REGULATIONS (See Page 49)

C. ABSENCES AND TARDIES

1. When day students find that they will be absent, they should notify the Dean's office before classes begin.
2. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from her physician, parents, or guardian. The excuse must state the exact period covered by the absence. This excuse may be left on the Dean's desk. Failure to comply with this rule will result in an unexcused absence.
3. See Academic Regulations.

D. COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.
2. Day students are requested to ask their parents and friends not to telephone them at the college. In case of emergency, parents may get in touch with them through the Dean. Day students may use the housekeeper's phone for outgoing calls.
3. Day students room telephone number is 834-9345.

E. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. When visiting dormitories at night, day students should leave by 10:30 p.m. Monday-Thursday, 11:00 p.m. Friday, and 12:00 p.m. Saturday. If a day student finds it necessary to stay later than these hours, she must get permission from the Dean.

DAY STUDENTS

F. DAY STUDENTS' ROOMS

1. Day students may smoke on the campus in the day students' locker room and wherever resident students may smoke.
2. Day students may not smoke in the day student's study room.
3. Reasonable quiet must be observed in the day students' locker room.
4. Library quiet must be observed in the day students' study room.
5. Day students' rooms must be kept neat at all times. Points will be given for untidiness.

G. PARKING

1. Register cars and car license numbers with the Dean.
2. Day students should be careful not to park cars directly in front of Smedes or beside Holt.
3. When staying overnight, students should leave their car keys in the office of the Dean, and must be registered in the guest book by a resident student. (See DORMITORY REGULATIONS, F-Overnight regulations)



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = Superior

B = Very Good

C = Good

D = Passing

F = Failing

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

ACADEMIC REGULATIONS

B. CLASS ATTENDANCE

1. UPPERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations and for keeping an accurate record of her absences from class. Absence does not relieve the student from responsibility for work required while she was absent; any written assignment due in a class that is to be missed must be turned in to the teacher prior to the absence except in the case of personal illness. In such a case a student may have a week in which to complete the work she missed. The student is reminded that she is not allowed to make up an assigned test which was missed because of an unexcused absence. The limit placed on the number of cuts is not designed as a punitive measure, but to protect the student.

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. Regulations Regarding Cuts:

- A. College students are allowed unexcused absences each semester equal to the number of class meetings per week in the particular course, not to exceed three. This policy includes physical education classes, laboratory periods, and private music lessons as well as the usual classes. A student on academic probation is not allowed any cuts; she may not be absent for reasons other than personal illness or official college business. A suspended student automatically loses all remaining cuts for the semester.
- B. Absences for any reasons other than **excused personal illness, a death in the immediate family of the student, or official college business** are unexcused and count against the quota. This includes family emergencies, transportation difficulties, and any other personal obligations; therefore, a student is urged to reserve some of her quota to accommodate any emergency that might arise. When a student's **excused** absences equal the entitled number of cuts, she forfeits one cut from her quota.

ACADEMIC REGULATIONS

1. Excused Personal Illness:

a. Resident students:

- 1) A student has been in the infirmary or in the hospital.
- 2) A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

b. Day students:

A student has been ill at home and **on the day of her return** brings a statement from her physician, parent, or guardian to the Dean's Office.

Unless these conditions are met, the absence is unexcused and counts as a cut.

2. Official College Business:

- a. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
- b. Absence from class to fulfill officially delegated responsibilities.

C. Penalty for exceeding quota of unexcused absences:

1. Three (3) unexcused tardies: one (1) cut
2. Excess of one (1) cut: Attendance probation (Being placed on Attendance probation automatically lowers the quarterly grade in that course)
3. Excess of two (2) cuts: Dropped from the course.

D. Right of Appeal:

In unusual circumstances a student has the right to appeal her placement on attendance probation or her being dropped from a course. Final decision on the appeal rests with the Absence Committee.

II. Regulations regarding calendar days and other procedures

A. Calendar Days:

Calendar days are defined as two days before and after a vacation. All students are required to attend the **LAST MEETING OF EACH CLASS** prior to Thanksgiving.

ACADEMIC REGULATIONS

ing, Christmas, and Spring Vacations and Semester break and the first meeting of each class following these vacations. (Exception—a class whose last meeting is more than forty-eight (48) hours prior to the start of vacation or whose first meeting is more than forty-eight (48) hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to attendance probation.

NO requests for leaving class early on the closing day before vacation will be considered, and individual faculty members are asked not to grant permission if they are approached about the matter.

B. CHANGING SECTIONS

If a student attends any section of her class other than her own or makes up an assigned test at any time other than her scheduled time, she must sacrifice a cut. **NO cuts are allowed on Calendar Days.**

C. LEAVING CLASS EARLY

If a student leaves class early for any reasons other than illness or emergency, this absence will count as a cut. If a student is ill and is excused from class during a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' Office. **NO cuts are allowed on Calendar Days.**

2. UNDERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations.

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. Regulations regarding absences:

High school students are not allowed to miss classes for any reasons other than **excused personal illness or official college business.**

ACADEMIC REGULATIONS

A. Excused Personal Illness:

1. Resident students:

- a. A student has been in the infirmary or in the hospital.
- b. A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

2. Day students:

A student has been ill at home and **on the day of her return** brings a note from her physician, parent, or guardian to the Dean's Office.

B. Official College Business

1. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
2. Absence from class to fulfill officially delegated responsibilities.

Any absence which does not meet one of the the above conditions is NOT excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence. (Exception—death in family.)

II. Regulations regarding Calendar Days and other procedures:

A. Calendar Days:

All students are required to attend the last meeting of each class prior to Thanksgiving, Christmas, and Spring Vacations and Semester break and the first meeting of each class following these vacations. It is important that both students and parents realize that no exceptions can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

ACADEMIC REGULATIONS

B. Changing Sections:

No student may attend another section in place of the one for which she is regularly scheduled.

C. Leaving Class Early:

No student may leave a class before the regularly scheduled time, except in the case of illness or emergency. If a student is ill and is excused from class, she must report immediately to the infirmary.

C. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. Beginning with the 1965-66 session the quality point system at St. Mary's Junior College will be as follows:

A = 4 quality points per semester hour

B = 3 quality points per semester hour

C = 2 quality points per semester hour

D = 1 quality point per semester hour

2. For Graduation

For graduation a student must earn 60 semester hours in academic work and 120 quality points, with a quality point ratio (Q.P.R.) of 1.80 (Quality points are not given for Physical Education). The Q.P.R. is calculated by dividing the accumulated number of quality points earned by the accumulated number of semester hours **carried** in academic work (not semester hours passed). Students in residence for one year must earn 30 hours and 60 quality points at St. Mary's. Those in residence for two years must earn a minimum of 51 hours and 102 quality points at St. Mary's with a Q.P.R. of 1.80. To make up deficiencies, a student may earn a maximum of 9 hours in the summer session of accredited colleges. Transfer credit of D grade is not accepted, and quality points beyond the value of C will not be awarded for work from another college.

3. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.25, plus 2 hours of Physical Education, to be considered for re-admission. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are re-

ACADEMIC REGULATIONS

quired for her consideration as a candidate for the senior class, with a Q.P.R. below 1.73, she is automatically placed on academic probation for the following semester. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is not permitted to be absent from any class for reasons other than personal illness or family emergency.

D. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. She must have earned a quality point ratio of 3.0 or better in her subjects taken for credit.

First and third quarter honor rolls are based on quarter grades.

Second and fourth quarter honor rolls are based on semester grades.

Year honor roll is based on the two semester grades.

E. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months.

F. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation. A student dropping a course after the allotted time automatically receives a F in it. Hyphenated courses must be completed to receive any credit.

G. DEFICIENCY LISTS AND STUDY HALLS

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervised Study Hall sessions—8:30 to 11:30 a.m. prior to Christmas and Spring vacations and prior to Midyear and Final examinations.

II. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club and the sports instructor make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchestras, Caperettes, and Sea Saints. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

A Letter Club Banquet is held near the close of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.
4. The All-Star team is selected by the vote of all the girls on the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.

ATHLETICS

5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.

B. TENNIS

1. Tennis courts are grasstex.
2. Gate Rules:
 - a. Girls to leave tennis ball cans at entrance to court.
 - b. Please pick up all acorns, etc.
 - c. These courts are for the use of students and faculty only.
 - d. Smooth soled tennis shoes only, no street shoes, no heels.
3. Tennis courts may not be used during church time on Sunday.

C. SWIMMING

1. To graduate from St. Mary's a girl must pass a swimming proficiency test.
2. Students wishing to go swimming must be accompanied by a Senior Life Saver.
3. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session.
 - b. From 9:30 to 10:00 p.m.

ATHLETICS

4. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in pool.
5. Any student using the pool is subject to the general rules of behavior posted in the pool room.
6. NO ONE IS ALLOWED TO SWIM ALONE.

D. SPORTSMANSHIP

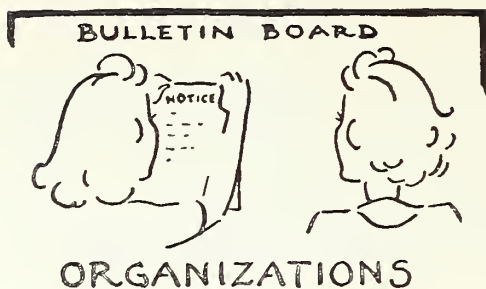
The ultimate goal in the Physical Education Department is to have each girl become aware of sportsmanship as she participates in classes or in inter-scholastic activities.

E. RIDING

1. Riding instructions are given at Horseshoe Acres.
2. The fee is charged by the semester and includes transportation.
3. Old girls may take it for credit.
4. New girls may take it plus the required program.
5. Parental permission is needed.

F. GENERAL

1. Golf and bowling are taught off campus.
2. Gym suits are to be worn only to gym classes.
3. Underclassmen sign out on the town sheet for bowling, golf, and horseback riding.



I. HONORARY

The Order of the Circle

President

Corinne Arbuckle

“As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of cooperation among the students, by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in the school life and activities.” The Secretary and Treasurer are to be elected in the fall.

The Beacon

President

Susan Carrison

“The Beacon is an honorary organization, and the principal purposes are to promote among the high school girls a better school spirit, cooperation, and participation in extracurricular activities.”

ORGANIZATIONS

II. Extracurricular Activities

Acolytes

Chairman

Lee Friar

The acolyte committee is composed of approximately a dozen girls who assist the chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the second semester to serve for the coming school year.

Altar Guild

Chairman

Janet Hicks

The Altar Guild, which has charge of preparing for chapel services, through various committees, is composed of high school and college students.

Choir

Membership in the Choir is open to all students who must attend choir rehearsals regularly. The rehearsals are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special occasions. The Officers are to be elected in the fall, one from each class.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year. The officers are to be elected in the fall.

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

ORGANIZATIONS

Canterbury Club

The Canterbury Club is the young people's organization of the Episcopal Church. Students from various colleges in Raleigh meet together for worship, study, and fellowship on Sunday nights. St. Mary's is represented at these intercollegiate meetings. Any student may join. The officers are to be elected in the fall.

Y. W. C. A.

President

Anne Harney

Secretary

Margaret Gilliam

The Y. W. C. A. is a service organization. Among its activities is a Christmas party for the orphanage, social work at Dorothea Dix, The North Carolina State School for the Blind, and Saint Luke's Home for the Aged.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

ORGANIZATIONS

Letter Club

President

Biddy Ager

The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. Each member receives a chenille letter to be worn on her school jacket or sweater. New members are announced throughout the year and are welcomed into the club. All-stars are awarded in assembly by the Letter Club President.

Sea Saints

President

Virginia Grey

The Sea Saints are the water ballet club at St. Mary's. Tryouts for the club are held in the fall. Membership is based on a girl's skill and interest. The members chosen practice skills in synchronized swimming and organize a water ballet. The ballet is given to the student body and townspeople in the spring.

Orchesis

President

Jean Healy

Secretary-Treasurer

Linda Stott

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day Pageant.

The Doctors' Daughters' Club

All girls whose fathers are doctors are eligible for membership in the club. It is chiefly a service organization having both school and community projects. The three officers are to be elected in the fall.

ORGANIZATIONS

Caperettes

President
Secretary

Clarine Pollock
Sallie Ragsdale

The Caperettes, organized in the fall of 1962, offers advanced tap dance training. They aim for precision and accuracy in a variety of dances. During the year, Caperettes presents programs on and off campus.

C. C. U. N.

President

Frances Breeden

The Collegiate Council for the United Nations is an organization which strives to create an awareness of an appreciation for the United Nations. The small discussion group tries to stimulate interest in international events and to make a study of world problems. Each year the organization sends delegates to a regional Model General Assembly.

"Cold Cuts"

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from wash boards and combs to bongo drums, guitars, and the piano—is used. These girls, in their overalls and plaid shirts, add much school spirit to St. Mary's!

Student Publications

Editor of the **Stagecoach**
Editor of the **Muse**
Editor of the **Belles**
Editor of the Handbook

Anna Holbrook
Sally Hurs
Molly Richardson
Margaret Kelly

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and May. The BELLES is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

At the end of each year the four editors, the business manager and outstanding members of the staffs are awarded keys for the quality and dependability of their work.



NECESSITIES

Gloves, hats and conservative dresses or suits for church.

Gloves and appropriate dresses for concerts.

Dresses or suits, with heels, for Sunday dinner.

Sports clothes for picnics and study hours.

Loafers, skirts, sweaters, and blouses for class.

A raincoat and a heavy coat.

A white dress to be worn at commencement time, for Class Day and Graduation (All Classes).

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets & Pillow

Sheets

Pillow cases

Towels

Bedspreads

Quilted mattress protector

Bathing Cap

Tennis Shoes

Name Tapes

Laundry bags—at least two

Study lamp

Alarm Clock

Webster's Seventh New Collegiate Dictionary

NECESSITIES

NONESSENTIAL BUT NICE

Rubber boots

Sewing box

Backrest

Radio

Tennis racket and balls

Shoe bags or rack

Wastepaper basket

Record Player

Skirt and blouse hangers

Hot water bottle

REQUIRED

Six white dinner napkins to donate to the dining room.

One white towel to donate to the Physical Education department

A flashlight.

THINGS NOT TO BRING

1. Electric appliances, for example: sun lamp, coffee pots, heating pads.
2. Electric hair dryers may be used in the gym and in Holt basement with permission of the counselors.
3. Pole lamps.

PLEASE NOTE: AT THE END OF THE FIRST MONTH OF THE ACADEMIC YEAR, STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. IF SHE FAILS THE TEST, SHE WILL BE CAMPUSED UNTIL SHE HAS PASSED IT (80 is passing).

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BRING THIS BOOK WITH YOU

RECORD OF WEEKEND ABSENCES

SEMESTER

	1ST	2ND
WEEKENDS		
EXTENDED		
SHORTS		

RECORD OF CLASS ATTENDANCE

First Semester

COURSE	EXCUSED	TARDIES	CUTS

RECORD OF CLASS ATTENDANCE

Second Semester

COURSE	EXCUSED	TARDIES	CUTS

School Song

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

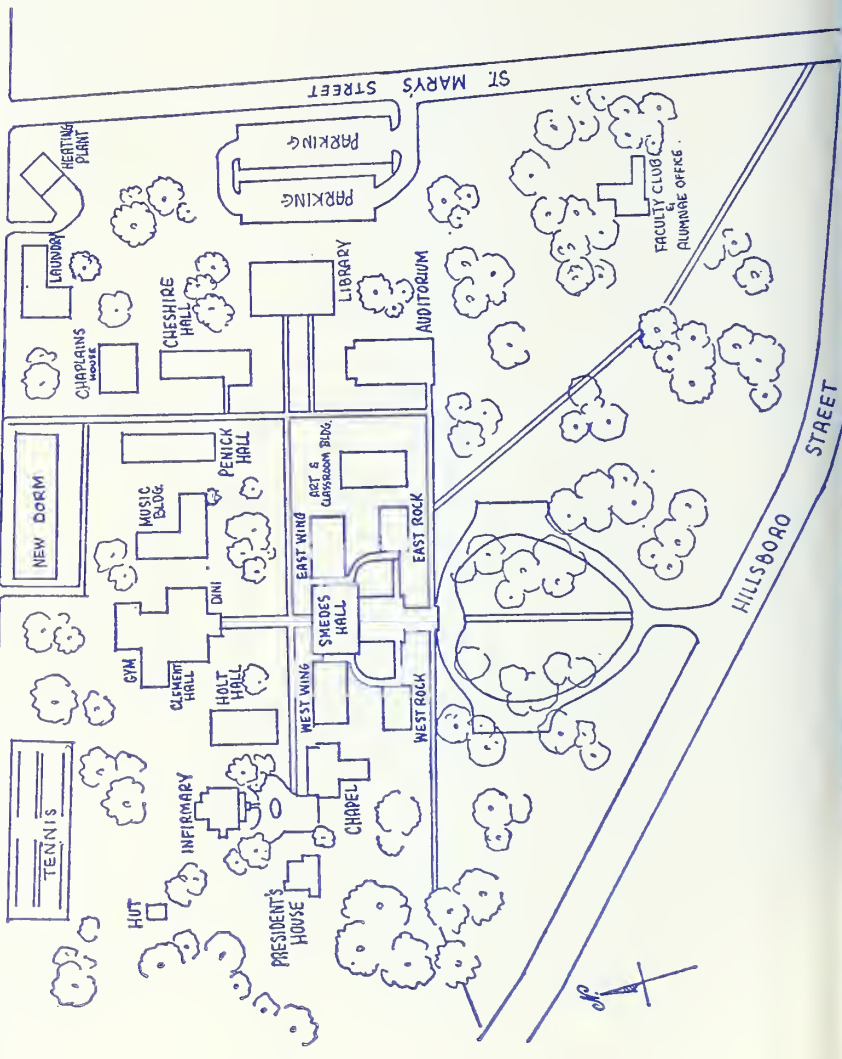
There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.

C O L L E G E

P L A C E



Handbook Issue

BULLETIN



1967

1968



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE
RALEIGH, NORTH CAROLINA

1967-1968

Edited for

Student Government Association

By Margaret Kelly

ST. MARY'S JUNIOR COLLEGE BULLETIN

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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS
Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 12:15 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

ST. MARY'S JUNIOR COLLEGE
RALEIGH, NORTH CAROLINA

RICHARD G. STONE, *President*

CALENDAR FOR 1967-68

126th Annual Session

1967

September 6-7, Wednesday-Thursday.....Registration of day students.
September, 11-14, Monday-Thursday.....Registration of boarding students; testing; matriculation of all students.
September 14, Thursday.....First semester classes begin, 11:00 a.m.
October 17, Tuesday.....Annual Meeting of the Board of Trustees.
October 19, Thursday.....Faculty Reception.
November 22-26.....Thanksgiving holiday begins at 12:30 p.m. Wednesday and ends at 10:00 p.m. Sunday.
December 16, Saturday.....Christmas vacation begins at 12:30 p.m.
Thursday class schedule will be followed on Saturday, December 16)

1968

January 2, Tuesday.....Resident students report at 10:00 p.m.
January 3, Wednesday.....Classes resumed.
January 20, Saturday.....Reading Day.
January 22-26, Monday-Friday.....First semester examinations.
January 30, Tuesday.....Boarding students return by 10:00 p.m. following mid-term break.
January 31, Wednesday.....Second semester classes begin.
April 11, Thursday.....Spring vacation begins at 12:30 p.m.
April 17, Wednesday.....Spring vacation ends at 10:00 p.m.
May 4, Saturday.....Alumnae Day.
May 17, Friday.....Reading Day.
May 18-23, Saturday-Thursday.....Second Semester examinations.
May 24, Friday.....Commencement play.
May 25, Saturday.....Class Day; Glee Club Concert.
May 26, Sunday.....Baccalaureate, 11:00 a.m.
May 27, Monday.....Commencement, 10:30 a.m.

The dining room is closed at all scheduled vacation periods.

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministrations of a resident chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

Welcome to St. Mary's! We, the old girls, are looking forward to your arrival and to the many new and wonderful friendships which will form.

When you enter St. Mary's you will embark on a new and challenging course. This journey will lead you along the paths of wisdom, understanding, and friendship. Through understanding you will learn to respect our regulations and to maintain the treasured traditions of St. Mary's. Each old girl and each member of the faculty and staff are concerned with your well-being and happiness; therefore they will always be here to help you in any way that they can. The atmosphere surrounding St. Mary's will soon capture you and help you become a true part of the St. Mary's family.

The first week of college, Orientation Week, is planned especially for you. During this week, there will be hall parties, picnics, sings and various other activities which will give you a chance to meet the other girls and the faculty. The two Senior Counselors on your hall are always willing to help in any matter and to be your real friends. Soon after you arrive, you meet your "Big Sister," who, too, is eager to do anything she can to help you feel at home in your new environment.

Upon your arrival at St. Mary's, you immediately become a member of the Student Government Association. Our Student Government is the framework of our student life. Each girl must do her best to uphold our Honor Code and to cooperate in fulfilling the responsibilities of the Student Government. The system that we have is respected by the students and the faculty, and each one of you must endeavor to perpetuate this respect which is so necessary to the continued growth of our college.

We hope that St. Mary's will become your "Second Family" and that the friendships, love, and understanding that you find here will be rewarding. Give your best to St. Mary's, and you will grow to respect her and have the special spirit of love that is held by us and the many girls who have been here before us.

Sincerely,

MARY HOLDEN HARRELL

Student Government Association

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of college spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home.

The Old Girl—New Girl Reception during Orientation Week gives the new girls an opportunity to meet the faculty. Each Big Sister accompanies a new girl to the party.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor. The other classes assist with paging duties. The seniors welcome the juniors with the traditional open house in the fall. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's ... the kicking post on the path to Hillsborough Street, which assures one of that special letter if the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a special dinner in the dining room at Thanksgiving and Christmas. We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. The athletic banquet given in the Spring is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas or Mus.

One of the most beautiful parts of Commencement is the "step-singing" at which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Mary Holden Harre
Vice-President	Juliet Smit
Secretary	Molly Richardso
Honor Board	
Senior Class	Suzanne Crocke
Junior Class	To be electe
Underclassmen	To be electe
Chairman of the Hall Council	Carolyn Bert
Secretary of the Hall Council	Ann Pollar
President of the Day Students	Derin Uyani

OTHER CAMPUS OFFICERS

Chairman of Assembly	Nancy Matthew
Chairman of Legislative Body	Juliet Smit
Editor of the Handbook	Lu Dix
Editor of the Stagecoach	Bobbie Be
Editor of the Belles	Lyndee Wa
Editor of the Muse	Alice Smit
Chief Marshal	Mary Clark Whitt

Athletic Association

Sigma Club

President	Lu Dix
Vice-President	Martha M. Vaughn

Mu Club

President	Connie Johnso
Vice-President	To be electe

Letter Club

President	Sallie Mar
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HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. A student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each St. Mary's Junior College Student, remembering that she is a representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

STUDENT GOVERNMENT COUNCILS

HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body,

STUDENT GOVERNMENT COUNCILS

to report herself. If she is not willing to accept this dual responsibility, she does not belong at St. Mary's and may be expelled by the Honor Board.

3. It is important to note that Day Students represent St. Mary even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction, and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION. A SUSPENDED STUDENT AUTOMATICALLY LOSES ALL REMAINING CUTS FOR THE SEMESTER.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council through its two divisions—the Minor Offense Committee and the Disciplinary Committee—has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Board.
3. The Disciplinary Committee of the Hall Council deals with major library offenses and issues penalties in cases referred to it by the Honor Board. It deals with serious violations of student regulations and rules of personal conduct which are not under the jurisdiction of the Honor Board.

STUDENT GOVERNMENT COUNCILS

4. The Minor Offense Committee of the Hall Council issues penalties for offenses which are not under the jurisdiction of the Disciplinary Committee.
5. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.
6. Hall Council reserves the right to give a campus or points whenever it deems necessary.
- 1) An accumulation of five demerits within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by 5:00 P.M. every Monday. A week's campus for accumulation of demerits begins on Tuesday and continues through the following Monday.
- 2) Campus slips other than by accumulation of demerits may be given by a hall counselor or by the Dean, or by the Disciplinary Committee, or minor offense. If a girl receives a campus slip at night from her hall counselor, **her stay on campus must begin the next day.** A girl campused by Minor Offense Committee or Disciplinary Committee will start campus on **the day following her appearance before either committee.**
- 3) A petition is a request to break campus and is granted by the Chairman or Secretary of Hall Council. Any girl who is granted this permission to break campus must make her campus of the corresponding day and **may not petition again.**
 - a. Only three petitions per semester are permitted.
 - b. A request for one day equals one petition.
 - c. A request for a weekend equals three petitions.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details see the Constitution under Legislative Body.

OFFICE POINT SYSTEM

(as set up by the Honor Board)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.

Chairman of Hall Council.

Vice-President of Student Government Association

8 Points

Secretary of Student Government Association.

Secretary of Hall Council.

President of Day Students.

Editor of the **Stagecoach**.

Editor of the **Belles**.

6 Points

Honor Board Members.

Presidents of Classes.

Assistant Secretary, Hall Council.

Chairman of Assembly Programs.

Chief Marshal.

Editor of the **Muse**.

OFFICE POINT SYSTEM

4 Points

Counselors.

Marshals.

President of Altar Guild.

President of Y.W.C.A.

President of Letter Club.

Presidents of Athletic Clubs.

Business Manager, **Stagecoach**.

Secretary of Legislative Body

Fire Captain.

Editor of the Handbook.

2 Points

Members of Legislative Body.

Presidents of Other Clubs.

Chief Dance Marshal.

* Ex-officio members of any organization do not receive points.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.-Fri.	Saturday	Sunday
8:30 a.m.- 5:00 p.m.	7:00 a.m.- 12:30 p.m.	2:00-3:30 p.m.
7:00- 9:30 p.m.	11:00 p.m.- 9:00 a.m.	7:30-9:30 p.m.
10:10 p.m.- 7:00 a.m.		10:10 p.m.- 7:00 a.m.

The above hours must be observed out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise should request that the noise be stopped.

1. Monday—Saturday Quiet Hour

Quiet should be maintained during class hours, especially on Lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m. — 3:30 p.m.

b. A girl must spend the whole of quiet hour in one place; she may not move from room to room during this period. **One who has been off campus and returns during this time may return to her room provided that quiet is maintained.**

c. Visitors should leave by 2:00 p.m. or after 3:30 p.m. on Sunday.

3. Quiet in Rooms

A sign, DO NOT DISTURB, is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign must not be crossed except by a teacher, a counselor on official business, or an Honor Board member. **(Any student violating this rule will be given a 3 day campus; a second offense will be called before the Hall Council.)** Students are warned to use this sign for sleeping, studying, or legitimate privacy.

4. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

DORMITORY REGULATIONS

- b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so provided that quiet is maintained. A student must request permission from her counselor when she wishes to study in any place other than her room after 10:00.
- c. Classrooms, except those in Cheshire and Language Building, may be used by students during closed study. **Students may not use a faculty member's desk**, and rooms must be left in order. College students may spend closed study in another college student's room.

5. Making Up Closed Study Monday-Friday

- a. Juniors and underclassmen must make up closed study in the afternoon before 7:30 p.m. in the library, music building, or a classroom in order to have:
 - 1. A Special Permission in the evening to date.
 - 2. For off-campus concerts (Raleigh Music Association, etc.)
 - 3. Underclassmen excused from Supervised Study Hall.
- b. A report of made-up closed study must be written on the reverse of the Special Permission slip.
- c. Exceptions:
 - 1. All students who have a B average for the preceding quarter or semester are excused from all formal making-up of closed study.
 - 2. All students who have a C+ average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.
 - 3. Seniors.

B. NIGHT OFF HALL

- 1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with a senior from another hall for the night during the week for study purposes, provided that each hall has a counselor and that one of these is a counselor on that hall.
3. Counselors notify the dean of students who are substitute counselors for overnight absences.

C. AFTER CLOSING HOURS

Girls returning to the dormitory after closing hours may be admitted **only** by a member of the faculty, a hall counselor, or a hall representative.

D. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times. Beds should be made up before first class or by 10:30.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Any one violating this rule will be assessed for the damage done.**
- c. Counselors or hall representatives file room inspection reports weekly in the office of the Dean of Students.

2. Hall Regulations

a. Underclassmen:

- (1) Monday through Friday and Sunday
(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)
10:10 p.m.—Be on own hall.
10:15 p.m.—Be in own rooms.
10:30 p.m.—Lights out for Freshmen.
11:00 p.m.—Lights out for Sophomores.
- (2) Saturday
11:00 p.m.—Be on own hall and quiet.
11:30 p.m.—Lights out for Freshmen.
12:00 m.—Lights out for Sophomores.

DORMITORY REGULATIONS

b. Upperclassmen:

(1) Monday through Friday and Sunday

(7:30 p.m.-9:30 p.m.—Closed study period. Monday-Friday.)

10:10 p.m.—Be on own hall and quiet. (unless dating).

11:00 p.m.—Be in own rooms and quiet.

(2) Saturday

12:00 m.—Be on own hall and quiet.

12:30 a.m.—Be in own rooms and quiet.

E. LATE LIGHTS

1. During each college month a Freshman may take as many as 4 late lights and a Sophomore as many as 8. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; no late lights must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, etc., must have lights out thirty minutes after returning.

F. GUESTS—OVERNIGHT

1. Register

Hostesses must register overnight guests in the Dean's Office in the guest book by 1:00 p.m. Friday and Saturday, respectively. Permission must be obtained from the Dean before registering. Students may have guests for the weekend (Friday and Saturday nights) provided there is a vacant place available for each guest. Guests must sign in. Guests are not required to sign out when leaving. No guest may visit during the Midyear or Final Examination periods.

2. Guest Regulations

Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.

DORMITORY REGULATIONS

- a. **Car keys must be left in the Dean's office overnight.**
 - b. Guests must observe the regulations of the college **including chapel attendance and dating rules.**
 - c. Any guest leaving during church, must wait in the little parlor, not on the hall.
 - d. Guests must leave the halls before 2 p.m. or remain until 3:30 p.m. on Sunday. (See Sunday Quiet Hours.)
 - e. Hostess receives any penalties accumulated by the guest.
3. **Guest's Meals**
Reservations for guests in the Dining Room must be made with the Dining Room Manager.

G. FIRE DRILLS

1. Turn on lights.
2. Close windows.
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or the dining room steps and give the names of all the girls who are absent.
9. Return to hall at signal of siren.
10. **Quiet must be maintained during the whole drill.**
11. **Post these rules in your room immediately.**

DORMITORY REGULATIONS

By order of the Raleigh Fire Department the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage, etc., at all times. Fire doors on halls must be opened after 11:00 p.m.

H. CIVIL DEFENSE DRILLS

Under the supervision of The Faculty Civil Defense Committee detailed instructions are issued to all campus personnel, resident and non-resident, relative to procedures to be followed in the event of any major disaster. Drills are held periodically at the discretion of The Committee.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Chapel services are on Sunday at 11:00 a.m. and 5:30 p.m. and on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend on her designated day.
2. Students must wear regulation black Chapel caps to daily services.
3. Students are requested not to wear lace prayer caps or mantillas to any of the services.
4. Students should maintain a spiritual atmosphere in Chapel.
5. Student Assembly is in the Auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
6. Marshals report absences and tardies from Assembly. A marshal who fails to report absences receives points.
7. Students must not take books, paper, pencils, newspapers, or mail into Chapel or Assembly.
8. Unexcused absences
 - a. Ten day campus including one weekend for unexcused daily Chapel or Assembly absences.
 - b. Two week campus including two weekends for unexcused Sunday Chapel services.
 - c. Points are given for tardiness to Chapel or Assembly.

B. MARSHALS

Chief Marshal

Mary Clark Whittle

Marshals — Susan Davis, Martha M. Vaughan, Debra Grove, Nancy Matthews, Eleanor Fisher.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before Commencement. The marshals take the offering in Chapel, lead Chapel lines, act as ushers at entertainments in the Auditorium, and maintain order at all student body gatherings.

GENERAL CAMPUS REGULATIONS

C. MEALS

Monday-Friday	Saturday	Sunday
Breakfast 7:30-8:15	7:30-8:15	8:30-9:00
Lunch 12:00-1:15	12:30-1:15	Dinner 1:00-1:30 (Family style) 12:15-1:00 (Cafeteria)
Dinner 5:15-6:00	5:30-6:00	Supper 6:00-6:30

1. Only fruit and cookies are to be taken out of the dining room.
2. Reservations for guests in the dining room must be made with the manager of dining room.

D. SMOKING

1. Students may smoke in their own dormitory room if they have adequate ash trays and metal waste baskets. **Cigarette butts should not be thrown away on halls or stairways.**
2. Students may smoke in the Hut and in the music studio of any teacher who so permits.
3. **STUDENTS MUST NOT SMOKE IN OR ON A BED.**
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. Students may not smoke either in Cheshire or in ANY PART OF THE LIBRARY BUILDING.
6. **STUDENTS MAY NOT SMOKE IN A CLASSROOM AT ANY TIME.**

GENERAL CAMPUS REGULATIONS

E. TELEPHONE

The college switchboard is open in accordance with the schedule below.

There is no night operator on duty from 10:10 p.m. to 8:00 a.m. The only line is to the Dean's Office. **All calls after 10:10 p.m. have to be answered in the Dean's Office.** Therefore students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.

When the switchboard is closed, parents may call the Dean, the President, or the Infirmary if emergency necessitates.

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00-8:30 a.m.	8:30 a.m.-5:30 p.m.	9:00-10:30 a.m.
10:50-11:00 a.m.	6:00-10:15 p.m.	12:15-12:55 p.m.
1:30-5:55 p.m.		3:30-5:15 p.m.
6:30-7:25 p.m.		6:15-10:15 p.m.
9:30-10:15 p.m.		

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

No calls are to be made from hall to hall or from dormitory to dormitory unless for **official** school business.

2. Outgoing Calls

- a. Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday, as they are reserved for the use of the pages.

GENERAL CAMPUS REGULATIONS

- b. Students are requested not to call out from 9:30-10:10 p.m. Monday through Friday because there are so many incoming calls.
- c. Only seniors may call out during closed study, 7:30-9:30 p.m.
- d. NO STUDENT may call out during Sunday Quiet Hour.
- e. Students may call out during switchboard hours provided they do not use phones near the study hall or classrooms.
- f. Long distance calls must be made before 10:00 p.m. and **only on pay telephones**. Special telephone permissions must come from the Dean.

3. Incoming Calls

- a. No calls are put through to the dormitories until 9:30 a.m. on Saturdays, and 9:00 a.m. on Sundays.
- b. No calls to dormitories after 10:10 p.m.
- c. **Out of consideration for the Dean, please inform parents and friends not to call after 10:10 p.m. or before 8:00 a.m. All calls during these hours ring her office.**
- d. Students are not called out of class to receive calls.

4. INFIRMARY

- 1. Except in emergency, the infirmary is open only during the following hours:
 - 7:30 a.m. — 2:00 p.m.
 - 4:00 — 7:30 p.m.
 - 9:30 — 9:45 p.m. (ONLY IF NECESSARY)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a **faculty or staff member**.

GENERAL CAMPUS REGULATIONS

2. Each resident student is expected to report to the College Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the college physician determines that her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college Physician. If a parent insists upon taking the student home without such authorization, class absences will be unexcused and count as cuts. This rule will also apply if a student goes home for treatment by her dentist or any other doctor without authorization from the Infirmary.
3. Parents will be notified of a student's admission to the infirmary if the illness is a long one. If severity of the condition requires it, notification will be made immediately. **No student should call the parents of a sick girl without permission from the Dean of Students.**
4. Any student too sick to attend classes must go to the infirmary.
5. Students leaving church, classes, assemblies, and concerts in the auditorium must report to the infirmary immediately.
6. If the infirmary is closed, the student **must report** to the Dean's office.
7. Students missing morning class on account of sickness must remain in the infirmary until 12:45 p.m.; students entering the infirmary after 12:00 noon are required to stay until 5:45 p.m.
8. If a student stays in the infirmary Friday morning or afternoon she may not leave the campus until Saturday. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
9. If a student is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.
10. **Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.**

GENERAL CAMPUS REGULATIONS

11. Students must not have their books and papers in the infirmary under 48 hours without special permission from the nurse. All prescriptions must go through the infirmary. No prescription may be charged without special permission from the Nurse.
12. Appointments with local doctors and dentists must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary.
13. Students are not allowed to call the infirmary, or college doctor at office or home, without special permission from the Dean, Nurse, or Doctor.
14. Counselors with special permission from the nurse may visit in the infirmary during visiting hours.
15. Parents and family friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

G. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. During Orientation Week and throughout the college year, all students are required to read the Library Regulations posted on the library bulletin board in East Rock covered way, on the day students' bulletin board, and in the reserve area in the library.
3. Names of students who have overdue books or who owe library fines are posted each morning in the same areas as stated above. Students are expected to consult these areas each morning, and when their names are posted, to report to the librarian that same day at their first opportunity. A student who fails to return an overdue book, to pay a fine within one week, or to return a reserve book by 2:00 p.m. on Sunday will be reported to Hall Council.

GENERAL CAMPUS REGULATIONS

4. Reserve books may be taken out 10 minutes before Hall meetings; or 15 minutes before required evening programs.
5. The following library offenses are dealt with by the Disciplinary Committee of the Hall Council or by the Minor Offense Committee of the Hall Council, depending on the seriousness of the offense:
 - a. Taking a **reference** book from the library.
 - b. Taking a book from the library **without leaving the signed book card at the circulation desk.**
 - c. Taking a **reserve** book from the library before 9:30 p.m. (See exceptions in Section 4.)
 - d. Mutilating any library property, such as marking in books, clipping periodicals, or defacing furniture.
6. Ink, food, cokes, etc. are not to be brought into the library nor left on library premises.

H. DATES ON CAMPUS

Comply with hours on pages 35-37.

I. DANCES

1. Campus Dances.
 - a. **Class presidents and other students who have duties connected with planning a dance must not make commitments about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.**
 - b. Smoking is not permitted in the gym during dances.
2. To attend campus dances, visiting girls must have an invitation from the chief dance marshal and the president of the group giving the dance.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-12:45 p.m.
Saturday 8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store.
4. It is advisable to keep all money in the college bank.

B. POST OFFICE

1. Stamps are sold at post office Monday-Friday, 8:00-8:25 a.m. and 1:45-2:00 p.m. and Saturday, 8:00-12:15 p.m. at the bookstore.
2. Mail comes in at 7:25 a.m. and 4:30 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday, and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages not available.

C. THE RECREATION HUT

1. Suppers, picnics, and meetings may be held in the Hut with permission from the Dean in advance.
2. Users must sign the Hut Calendar in the Dean's office.
3. Users of the Hut must leave it clean and orderly.
4. Students may date in the Hut during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and that the Hut has not been engaged for any other activity.
5. Users of the Hut check in with parlor hostess after dating Friday, Saturday, and Sunday nights 15 minutes before dating hours end.

SPECIAL SPOTS

D. SUN PORCH REGULATIONS FOR SMEDES AND CRUICKSHANK SUN-PORCHES

SUNBURN DOES NOT EXCUSE A STUDENT FROM CLASS PREPARATION, ATTENDANCE, OR PARTICIPATION.

1. Sunporch hours are 9:30 a.m.-3:30 p.m.
2. Sunbathing is restricted to the sunporch. (Doorways and windows are not used for sunbathing.)
3. Staying limit: each girl is asked to be considerate.
4. Sun porch may not be used during examination week or on Sundays.
5. Reasonable quiet necessary.
6. No standing on the rail.
7. Personal articles brought on the roof must be taken back to owners room. Empty coke bottles, cigarette butts, etc. must be put in trash containers.
8. Do not hang blankets over the railing.
9. The porches can be seen from many parts of the campus; therefore please be careful about appearances.
10. Rooms passed through must not be disturbed.

E. HOLT, PENICK, SMEDES AND CRUICKSHANK KITCHENS

1. Groups which cook in Holt, Penick, Smedes, and new dormitory kitchens must sign for use in advance.
2. Penick kitchen is for seniors only.
3. Girls **must** leave the kitchens in **order**.
4. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
5. Kitchens may not be used during the first or second semester examinations period, or during Commencement. (Exception: the use of the refrigerator as posted.)

SPECIAL SPOTS

V. LAUNDRY

1. The college laundry provides weekly service for linens and simple clothing.
2. Each girl is allowed an average of \$2.00 a week for laundry.
3. A name tape must be sewn on every article being sent to the laundry.

VI. MISCELLANEOUS

1. For lost and found articles and room equipment please see the housekeeper, or notices on the lost and found bulletin board.
2. Students are responsible for reading the bulletin board notices every day.
3. Do not chew gum in any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Underclassmen must sign out whenever they leave campus. A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are counted as town permissions.

Weekdays	Saturday	Sunday
a. Town permission; two or more students 11:00 a.m.-6:00 p.m. or 6:30 if in a group of at least four taking a meal cut.	a. Town permission; two or more students 9:00 a.m.-6:00 p.m. or 6:30 if in group of at least four taking a meal cut.	a. Town permission; two or more students after church until 5:00 p.m.
b. Dating 5:00-6:00 p.m. 4:00-6:00 p.m. (Fri.)	b. Dating 12:30-11:00 p.m. Freshmen may single date until 6:00 p.m. Sophomores may single date until 7:00 p.m.	b. Single dating after church until 5:00 p.m.
c. Sophomores in groups of at least four may go out to supper on Friday nights until 7:25 p.m.	* Sophomores may single date until 11:30 p.m. after the first quarter. *(Except new Sophomores).	c. Sophomores in groups of at least four may go to the Little Store until 7:00 p.m.

1. Sophomores have four town permissions a week.
2. Freshmen have three town permissions a week.
3. Sundays do not count against this quota.

OFF-CAMPUS REGULATIONS

4. Every returning sophomore will be put on the U.D.L.* at the opening of school unless there is a special conduct reason for her being kept off.
5. Underclassmen attending out-of-town afternoon football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided that they double date after 6:00 p.m.
6. Underclassmen may get special permission from the Dean to date with day students.
7. Saturday Night Privileges

a. Dating

- (1) First Quarter all underclassmen must sign out and in with a sophomore on the U.D.L. or an upperclassman. The upperclassman may go out again until 12:00.
- (2) After first quarter Freshmen may double date Saturday night with girls of their own class.

b. In Groups

- (1) Three or more freshmen may go out together on Saturday night from 5:00-10:30 p.m. provided they are accompanied by a sophomore on the U.D.L.
- (2) Sophomores are allowed to go out on Saturday night in groups of four until 10:30 p.m. provided that one of these four girls is on the U.D.L.

c. Parents or Friends of her Parents

- (1) An underclassman who goes out on Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.

* Underclassmen's Date List, compiled by the Dean

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
<p>a. Town permissions 11:00 a.m.-6:00 p.m. or 7:25 if in groups of two.</p> <p>b. Dating Mon.-Thurs. 5:00- 6:00 p.m.</p> <p>* Fridays 4:00-11:00 p.m. In groups of four girls 10:30 p.m.</p> <p>* Juniors after first quarter.</p>	<p>a. Town permissions After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.</p> <p>b. Dating After classes until 12:00 m. (12:30 for formal dances).</p>	<p>a. Town permissions After church until 5:00. 6:00-7:25 in groups of two 6:00-10:30 p.m. in groups of four</p> <p>b. Dating After church until 5:00. 6:00-11:00 p.m.</p>

Upperclassmen:

1. may date at specific dating hours and at any other time acquire special permission.
2. have unlimited town permissions.
3. must sign out when they plan to return to college after 6:00 p.m. Monday through Saturday.
4. sign out and in on town sheet when dating 5:00-6:00 p.m. Monday-Thursday.
5. if going to Chapel Hill and Durham, other than dating, file special permission slip.
6. must sign out and return by 5:00 on Sunday.
7. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00.
8. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

OFF-CAMPUS REGULATIONS

C. GENERAL REGULATIONS

1. Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.
2. During the college year, **inclusive of Thanksgiving, Christmas, Semester Break and Spring vacations**, St. Mary's students may not go into apartment or men's residences in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone.
 - a. When dating in the vicinities of Raleigh, Durham and Chapel Hill, a student must have the chaperone approved by the Dean.
 - b. When visiting outside the vicinities of Raleigh, Durham and Chapel Hill, a student, judging by the requirements of St. Mary's, must use her own discretion to determine whether or not the chaperone is acceptable.
3. Girls must not go into hotels and motels unchaperoned except by special permission from the Dean.
4. All fraternity houses must be approved by the Dean.
5. When college is in session, students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.
6. No student may leave campus after 9 p.m. without special permission.
7. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.

OFF-CAMPUS REGULATIONS

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filed in lower Smedes by student taking weekends, extended Saturday nights, short Friday nights, short Saturday nights, and parents nights.
2. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS**. Telephone invitations and permissions must be given **DIRECTLY TO THE DEAN'S OFFICE**.
3. Permissions and invitations must be in by 1:00 p.m., two days before departure—Wednesday 1:00 p.m. for Friday;
Thursday 1:00 p.m. for Saturday.
4. Parental permission for going home or to spend a night in Chapel Hill or Durham is not required unless requested by parents.
5. Points are given for late filing of slips, parental permissions, and hostess invitations.

II. Slips for dating, going out in groups, or with relatives and friends.

A. Underclassmen

1. Must file a slip for any absence after 6:00 p.m.
2. Saturday dating and special permission
 - a. **Blue** slips for Saturday dating in Raleigh and vicinity.
 - b. Filed by 8:00 in lower Smedes.
 - c. Sign out and in on alphabetical master list in the sign out hall.
 - d. **White** special permission slips for going out of Raleigh, dance with late permission, or Cabin party must be filed in lower Smedes by 1:00 p.m. Friday for Saturday and by 1:00 p.m. Saturday for Sunday.

B. Upperclassmen

All slips must be filed in lower Smedes permission boxes. Sign in and out on the master list in the sign out hall.

1. Monday-Thursday
 - a. pink slips for special absences.
 - b. dating 5:00-6:00 sign out on town sheet.

OFF-CAMPUS REGULATIONS

2. Friday

- a. **yellow** slips for dating in Raleigh and vicinity.
- b. special yellow slips for cabin party or formal dance.

3. Saturday

- a. **blue** slips for dating in Raleigh and vicinity.
- b. special blue slips for cabin party or formal dance.

4. Sunday

- a. before 5:00 p.m. sign in and out on town sheet.
- b. **pink** slips after 6:00 for dating in Raleigh and vicinity.
- c. **Sunday night dating not permissible if on deficiency list.**

C. General

- 1. **Write last name first on all slips.**
- 2. All slips are filed in lover Smedes permission boxes by 8:00 p.m.
- 3. Sign in and out on master list in sign out hall.
- 4. For information concerning making up closed study due to a special permission, see pages 18 and 19.
- 5. Do not initial master list.

E. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on **long trips**.
 - b. to fly in non-commercial (private) planes.
 - c. for underclassmen requesting late dance permission.

VIII. WEEKEND ABSENCES

Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in before her departure any written work due during her absence.

A. Definitions:

1. **Weekends** begin after classes on Friday and end on Sunday at 10:00 p.m.
2. **Senior Long Weekends** begin either after classes on Thursday and end Sunday at 10:00 p.m. or on Friday after classes and end Monday at 10:00 p.m.
3. **Short Saturday Nights** begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.
4. **Extended Saturday Nights** begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.
5. **Senior Short Friday Nights** begin after classes Friday (after 1:00 p.m. for those having no Friday afternoon classes) and end Saturday morning in time for classes; otherwise by 10:30 a.m. This cannot be combined with anything to make a weekend.
6. **Parent's Nights** begin after classes and end in time for classes the next morning, otherwise by 10:30 a.m., including Saturday and Sunday.

Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty, unless special permission has been granted by Dean.

If at any time a student realizes that she will be late in returning to college, she must call the Dean at once.

WEEK-END ABSENCES — QUOTA

IMPORTANT

On the day on which a student is due back in college after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or a parent of another St. Mary's student.

B. HOLIDAYS

1. A student who overstays her permission may not be allowed to return. See calendar days regarding academic regulations.
2. A student whose plans for return after a vacation are unexpectedly changed should call the DEAN'S OFFICE after 12:00 noon on the day she is due to return.

C. WEEK-END ABSENCES — QUOTA

	First Semester	Second Semester
Seniors	2 weekends 2 extended Saturday nights unlimited short Saturday nights	1 long weekend 2 weekends 2 extended Saturday nights 2 short Friday nights (can be taken only by Seniors having a B average the preceding quarter) 7 short Saturday nights
Juniors	1 weekend 2 extended Saturday nights 4 short Saturday nights	2 weekends 3 extended Saturday nights 2 short Saturday nights
Sophomores	1 weekend 1 extended Saturday night 2 short Saturday nights	2 weekends 1 extended Saturday night 2 short Saturday nights
Freshmen	1 extended Saturday night 3 short Saturday nights	2 weekends 1 extended Saturday night 2 short Saturday nights

WEEK-END ABSENCES

D. GENERAL

1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.
2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. ALL PERMISSIONS AND INVITATIONS MUST BE SENT DIRECTLY TO THE DEAN.
3. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. School is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations.

A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh.

When college is in session, students **under no circumstances** may attend parties in the vicinity of Raleigh that have not been approved by the Dean.

4. On the night of a St. Mary's dance, **no student may take a parents night in Raleigh.**
5. No week end or extended Saturday night is granted:
 - a.) on orientation week end.
 - b.) until after the pageant on May Day.
 - c.) until after the supervised study hall held four times a year for underclassmen.

WEEK-END ABSENCES

6. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
7. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
8. A student returning late or going to the infirmary **because of fatigue** on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and count as a cut each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

2. PARENT'S NIGHT

1. The parents of a student may take their daughter, **no other students**, to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social function or date in the vicinity of Raleigh, the absence counts as a short Saturday night.
3. Students planning to take a parent's night file an overnight permission slip for each night. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
4. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
5. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that day students represent St. Mary's even when they are under their parent's jurisdiction. See pages 13 and 14 regarding Honor Board.
2. Underclassmen whose grades put them on the study hall list are required to study in the library during all of their free periods after their first class. Study Hall reports should be turned in to Day Student President on Friday before 1:00 p.m.
3. Day Students may not go to dormitory rooms during class hours or meal hours except when invited by a resident student.
4. A day student who becomes sick during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day. If the infirmary is closed, report to the Dean's office.
5. Day students who are campused during the week are required to be at college from 8:30 to 4:00 p.m. These students may leave campus for 1 hour between 12:00 and 2:00 p.m. for lunch. Saturday campus begins at 8:30 a.m. and ends at 12:30 p.m. Students are required to hand in to the President of the Day Students at the end of each day a signed statement saying that they have made up their campus for the day. Students will receive points for failure to hand in these statements.
6. Day Students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays (Freshmen, Sophomores, and Seniors), Wednesdays (Freshmen, Juniors, and Seniors), and Fridays (Freshmen, Sophomores, and Juniors).
7. All day students should make an effort to attend all Student Government meetings unless excused by the President of the Day Students.

DAY STUDENTS

8. Day students should attend all day student meetings unless excused by the President of the Day Students.
9. Day Students wishing to take meals in the dining room must consult the manager of the dining room. Charges are paid at each meal or billed monthly to parents.

B. ACADEMIC REGULATIONS (See Page 49)

C. ABSENCES AND TARDIES

1. When day students find that they will be absent, they should notify the Dean's office before classes begin.
2. On the day she returns from an illness or an emergency absence, a day student must present a written explanation from her physician, parents, or guardian. The excuse must state the exact period covered by the absence. This excuse may be left on the Dean's desk. Failure to comply with this rule will result in an unexcused absence.
3. See Academic Regulations.

D. COMMUNICATIONS

1. Day students are responsible for reading both the day student bulletin board and those in the Covered Way.
2. If it is necessary for parents or friends to telephone a Day Student, the Day Students room telephone number is 834-9345.
3. In case of emergency, parents may get in touch with them through the Dean. Day students may use the housekeeper's phone for outgoing calls.

E. PRIVILEGES

1. Day students may use the sun porch at the same hours and under the same conditions as resident students.
2. When visiting dormitories at night, Day Students should leave by 10:30 p.m. Monday-Thursday, 11:00 p.m. Friday-Sunday, and 12:00 p.m. Saturday. If a Day Student finds it necessary to stay later than these hours, she must get permission from the Dean.

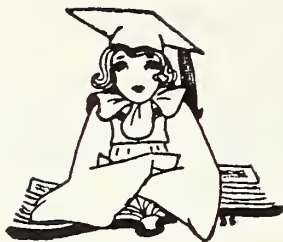
DAY STUDENTS

F. DAY STUDENTS' ROOMS

1. Day students may smoke on the campus in the day students' locker room and wherever resident students may smoke.
2. Day students may not smoke in the day student's study room.
3. Reasonable quiet must be observed in the day students' locker room.
4. Library quiet must be observed in the day students' study room.
5. Day students' rooms must be kept neat at all times. Points will be given for untidiness.

G. PARKING

1. Register cars and car license numbers with the Dean.
2. The designated parking areas for the Day Students are the left area (from the entrance to the college) of the circle, the new Library parking area, the Faculty Club parking area, and on College place.
3. When staying overnight, students should leave their car keys in the office of the Dean, and must be registered in the guest book by a resident student. (See DORMITORY REGULATIONS, F-Overnight regulations)



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = Superior

B = Very Good

C = Good

D = Passing

F = Failing

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

ACADEMIC REGULATIONS

B. CLASS ATTENDANCE

1. UPPERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations and for keeping an accurate record of her absences from class. Absence does not relieve the student from responsibility for work required while she was absent; any written assignment due in a class that is to be missed must be turned in to the teacher prior to the absence except in the case of personal illness. In such a case a student may have a week in which to complete the work she missed. The student is reminded that she is not allowed to make up an assigned test which was missed because of an unexcused absence. The limit placed on the number of cuts is not designed as a punitive measure, but to protect the student.

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. Regulations Regarding Cuts:

- A. College students are allowed cuts each semester equal to the number of class meetings per week in the particular course, not to exceed three. This policy includes physical education classes, laboratory periods, and private music lessons as well as the usual classes. A student on academic probation is allowed one cut in each class during a semester of probation; she may not be absent more than once from each class except for personal illness or official college business. **A suspended student automatically loses all remaining cuts for the semester.**
- B. Absences for any reasons other than **excused personal illness, a death in the immediate family of the student, or official college business** are unexcused and count against the quota. This includes family emergencies, transportation difficulties, and any other personal obligations; therefore, a student is urged to reserve some of her quota to accommodate any emergency that might arise. **When a student's EXCUSED absences equal the entitled number of cuts, she forfeits one cut from her quota.**

ACADEMIC REGULATIONS

- C. Students on the semester honor roll (based upon grade from the previous semester) are allowed one additional cut per class as they have demonstrated a mature and responsible attitude toward their academic work.

1. Excused Personal Illness:

a. Resident students:

- 1) A student has been in the infirmary or in the hospital.
- 2) A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

b. Day students:

A student has been ill at home and **on the day of her return** brings a statement from her physician, parent or guardian to the Dean's Office.

Unless these conditions are met, the absence is unexcused and counts as a cut.

2. Official College Business:

- a. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
- b. Absence from class to fulfill officially delegated responsibilities.

D. Penalty for exceeding quota of unexcused absences:

1. Three (3) unexcused tardies: one (1) cut
2. Excess of one (1) cut: Dropped from course and an F on the academic record.

II. Regulations regarding calendar days and other procedures

A. Calendar Days:

Calendar days are defined as two days before and after a vacation. All students are required to attend the **LAST MEETING OF EACH CLASS** prior to Thanksgiving, Christmas, and Spring Vacations and Semester break and the first meeting of each class following these vacations. (Exception—a class whose last meeting is more than forty-eight (48) hours prior to the start of vacation or whose first meeting is more than forty-eight (48) hours after classes have resumed.) It is important that both stu-

ACADEMIC REGULATIONS

dents and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to attendance probation. (Being placed on attendance probation automatically lowers the quarter grade in that course. Any further unexcused cuts in this class automatically drops the student from the course with a grade of F.)

NO requests for leaving class early on the closing day before vacation will be considered, and individual faculty members are asked not to grant permission if they are approached about the matter.

B. RIGHT OF APPEAL

In unusual circumstances a student has the right to appeal her placement on attendance probation or her being dropped from a course. Final decision on the appeal rests with the Absence Committee.

C. CHANGING SECTIONS

If a student attends any section of her class other than her own or makes up an assigned test at any time other than her scheduled time, she must sacrifice a cut. **NO cuts are allowed on Calendar Days.**

D. LEAVING CLASS EARLY

If a student leaves class early for any reasons other than illness or emergency, this absence will count as a cut. If a student is ill and is excused from class during a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' Office. **NO cuts are allowed on Calendar Days.**

2. UNDERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations.

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. Regulations regarding absences:

High school students are not allowed to miss classes for any reasons other than **excused personal illness** or **official college business**.

ACADEMIC REGULATIONS

A. Excused Personal Illness:

1. Resident students:

- a. A student has been in the infirmary or in the hospital.
- b. A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

2. Day students:

A student has been ill at home and **on the day of her return** brings a note from her physician, parent, or guardian to the Dean's Office.

B. Official College Business

1. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
2. Absence from class to fulfill officially delegated responsibilities.

Any absence which does not meet one of the the above conditions is NOT excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence.

II. Regulations regarding Calendar Days and other procedures:

A. Calendar Days:

All students are required to attend the last meeting of each class prior to Thanksgiving, Christmas, and Spring Vacations and Semester break and the first meeting of each class following these vacations. It is important that both students and parents realize that no exceptions can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

ACADEMIC REGULATIONS

B. Changing Sections:

No student may attend another section in place of the one for which she is regularly scheduled.

C. Leaving Class Early:

No student may leave a class before the regularly scheduled time, except in the case of illness or emergency. If a student is ill and is excused from class, she must report immediately to the infirmary.

C. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. Beginning with the 1965-66 session the quality point system at St. Mary's Junior College will be as follows:

A = 4 quality points per semester hour
B = 3 quality points per semester hour
C = 2 quality points per semester hour
D = 1 quality point per semester hour

2. For Graduation

For graduation a student must earn 60 semester hours in academic work and 120 quality points, with a quality point ratio (Q.P.R.) of 1.80 (Quality points are not given for Physical Education). The Q.P.R. is calculated by dividing the accumulated number of quality points earned by the accumulated number of semester hours **carried** in academic work (not semester hours passed). Students in residence for one year must earn 30 hours and 60 quality points at St. Mary's. Those in residence for two years must earn a minimum of 51 hours and 102 quality points at St. Mary's with a Q.P.R. of 1.80. To make up deficiencies, a student may earn a maximum of 9 hours in the summer session of accredited colleges. Transfer credit of D grade is not accepted, and quality points beyond the value of C will not be awarded for work from another college.

3. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.25, plus 2 hours of Physical Education, to be considered for re-admission. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are re-

ACADEMIC REGULATIONS

quired for her consideration as a candidate for the senior class, with a Q.P.R. below 1.73, she is automatically placed on academic probation for the following semester. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class.

4. Senior Year

Effective September, 1968, seniors also will be subject to academic probation and its terms.

D. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. She must have earned a quality point ratio of 3.0 or better in her subjects taken for credit.

First and third quarter honor rolls are based on quarter grades.

Second and fourth quarter honor rolls are based on semester grades.

Year honor roll is based on the two semester grades.

Students on the semester honor roll (based upon grades from the previous semester) are allowed one additional cut per class as they have demonstrated a mature and responsible attitude toward their academic work.

E. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months.

F. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation. A student dropping a course after the allotted time automatically receives a F in it. Hyphenated courses must be completed to receive any credit.

G. ACADEMIC PROBATION

Academic probation is a Q. P. R. below 1.73. A student on academic probation is permitted only one unexcused absence from each class.

H. DEFICIENCY LISTS AND STUDY HALLS

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

ACADEMIC REGULATIONS — ATHLETICS

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supersised Study Hall sessions—8:30 to 11:30 a.m. prior to Christmas and Spring vacations and prior to Midyear and Final examinations.

I. MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

XI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club and the sports instructor make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchestris, Caperettes, and Sea Saints. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

A Letter Club Banquet is held near the end of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.

ATHLETICS

2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.
4. The All-Star team is selected by the vote of all the girls of the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.
5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.
6. No smoking in gym, swimming area, tennis courts, athletic field.

B. TENNIS

1. Tennis courts are grasstex.
2. Gate Rules:
 - a. Girls are asked to leave tennis ball cans at entrance to court.
 - b. Please pick up all acorns, gravel, etc.
 - c. These courts are for the use of students and faculty only.
 - d. Smooth soled tennis shoes only, no street shoes, no heels.
 - e. Keep gates closed.
3. Tennis courts may not be used during church time on Sunday.

C. SWIMMING

1. To graduate from St. Mary's a girl must pass a swimming proficiency test.

ATHLETICS

1. Students wishing to go swimming must be accompanied by a Senior Life Saver.
2. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session.
 - b. From 9:30 to 10:00 p.m.
3. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in pool.
4. Any student using the pool is subject to the general rules of behavior posted in the pool room.
5. NO ONE IS ALLOWED TO SWIM ALONE.

SPORTSMANSHIP

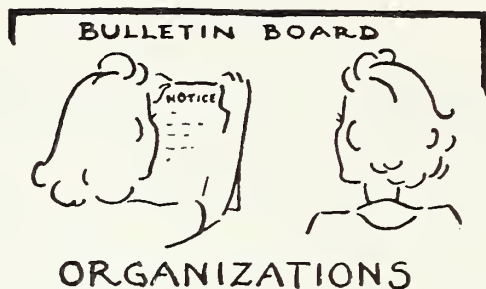
The ultimate goal in the Physical Education Department is to have each girl become aware of sportsmanship as she participates in classes or in inter-scholastic activities.

RIDING

1. Riding instructions are given at Horseshoe Acres.
2. The fee is charged by the semester and includes transportation.
3. Old girls may take it for credit.
4. New girls may take it plus the required program.
5. Parental permission is needed.

GENERAL

1. Golf and bowling are taught off campus.
2. Gym suits are to be worn only to gym classes.
3. Underclassmen sign out on the town sheet for bowling, golf, and horseback riding.



I. HONORARY

The Order of the Circle

President

Susan Davi

"As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of cooperation among the students, by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in the school life and activities." The Secretary and Treasurer are to be elected in the fall.

The Beacon

President

Susan Byar

"The Beacon is an honorary organization, and the principal purposes are to promote among the high school girls a better school spirit, cooperation, and participation in extracurricular activities."

ORGANIZATIONS

II. Extracurricular Activities

Acolytes

Chairman

Ann Pollard

The acolyte committee is composed of approximately a dozen girls who assist the chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the second semester to serve for the coming school year.

Altar Guild

Chairman

Suzanne Crockett

The Altar Guild, which has charge of preparing for chapel services, through various committees, is composed of high school and college students.

Choir

Membership in the Choir is open to all students who must attend choir rehearsals regularly. The rehearsals are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special occasions. The Officers are to be elected in the fall, one from each class.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year. The officers are to be elected in the fall.

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

ORGANIZATIONS

Y. W. C. A.

President
Secretary

Edie Thomas
Beth Harris

The Y. W. C. A. is a service organization. Among its activities is a Christmas party for the orphanage, social work at Dorothea Dix, The North Carolina State School for the Blind, and Saint Luke's Home for the Aged.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

Letter Club

President

Sallie Mann

The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. Each member receives a chenille letter to be worn on her school jacket or sweater. New members are announced throughout the year and are welcomed into the club. All-stars are awarded in assembly by the Letter Club President.

ORGANIZATIONS

Sea Saints

President

Claire Duff

The Sea Saints are the water ballet club at St. Mary's. Tryouts for the club are held in the fall. Membership is based on a girl's skill and interest. The members chosen practice skills in synchronized swimming and organize a water ballet. The ballet is given to the student body and townspeople in the spring.

Orchesis

President

Adele Watkins

Secretary-Treasurer

Marianna Dickey

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day Pageant.

THE ORDER OF ST. GENESIUS

Honorary Organization of the Dramatics Club

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.
2. It shall function as the acting nucleus and co-ordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of the theatre but also on her character, attitude, enthusiasm, co-operation, dedication, and acceptable scholastic average.

Caperettes

President

Duffy Beasley

Vice-President

Debbie Newsome

The Caperettes, organized in the fall of 1962, offers advanced tap dance training. They aim for precision and accuracy in a variety of dances. During the year, Caperettes presents programs on and off campus.

ORGANIZATIONS

C. C. U. N.

President

Laura Armstrong

The Collegiate Council for the United Nations is an organization which strives to create an awareness of an appreciation for the United Nations. The small discussion group tries to stimulate interest in international events and to make a study of world problems. Each year the organization sends delegates to a regional Model General Assembly.

"Cold Cuts"

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from washboards and combs to bongo drums, guitars, and the piano—is used. The girls, in their overalls and plaid shirts, add much school spirit to S. Mary's!

Student Publications

Editor of the **Stagecoach**

Bobbie Be

Editor of the **Muse**

Alice Smit

Editor of the **Belles**

Lyndee Wa

Editor of the Handbook

Lu Dixo

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and May. The BELLES is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

At the end of each year the four editors, the business manager and outstanding members of the staffs are awarded keys for the quality and dependability of their work.



NECESSITIES

- Gloves, hats and conservative dresses or suits for church.
- Gloves and appropriate dresses for concerts.
- Dresses or suits, with heels, for Sunday dinner.
- Sports clothes for picnics and study hours.
- Loafers, skirts, sweaters, and blouses for class.
- A raincoat and a heavy coat.
- A white dress to be worn at commencement time, for Class Day and Graduation (All Classes).

YOU'LL NEED THINGS BESIDES CLOTHES

- | | |
|----------------------------|---------------------------|
| Blankets & Pillow | Bathing Cap |
| Sheets | Tennis Shoes |
| Pillow cases | Name Tapes |
| Towels | Laundry bags—at least two |
| Bedspreads | Study lamp |
| Quilted mattress protector | Alarm Clock |

Webster's Seventh New Collegiate Dictionary

NECESSITIES

NONESSENTIAL BUT NICE

Rubber boots

Sewing box

Backrest

Radio

Tennis racket and balls

Shoe bags or rack

Wastepaper basket

Record Player

Skirt and blouse hangers

Hot water bottle

REQUIRED

One white towel to donate to the Physical Education department
A flashlight.

THINGS NOT TO BRING

1. **Electric appliances**, for example: sun lamp, coffee pots, heating pads.
2. Electric hair dryers may be used in the gym and in Holt and Cruikshank basements with permission of the counselors.
3. Pole lamps.

PLEASE NOTE: AT THE END OF THE FIRST MONTH OF THE ACADEMIC YEAR, STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. IF SHE FAILS THE TEST, SHE WILL BE CAMPUSED UNTIL SHE HAS PASSED IT (80 is passing).

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BRING THIS BOOK WITH YOU

RECORD OF WEEKEND ABSENCES

SEMESTER

	1ST	2ND
WEEKENDS		
EXTENDED		
SHORTS		

RECORD OF CLASS ATTENDANCE

First Semester

[illegible]

RECORD OF CLASS ATTENDANCE

Second Semester

COURSE	EXCUSED	TARDIES	CUTS

School Song

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



1968 - 1969



St. Mary's Junior College Bulletin

Handbook Issue

1968 - 1969



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services: it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great strengthener. It wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1968-1969

Edited for

Student Government Association

By Lu Dixon

ST. MARY'S JUNIOR COLLEGE BULLETIN

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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 12:15 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

RICHARD G. STONE, *President*

CALENDAR FOR 1968-69

1968

September 4-5, Wednesday-Thursday.....Registration of day students.
September 9-12, Monday-Thursday.....Registration of boarding students; testing; matriculation of all students.
September 12, Thursday.....First semester classes begin, 11:00 a.m.
October 15, Tuesday.....Annual Meeting of the Board of Trustees.
November 27-December 1.....Thanksgiving holiday begins at 12:30 p.m. Wednesday and ends at 10:00 p.m. Sunday.
December 18, Wednesday.....Christmas vacation begins at 12:30 p.m.

1969

January 2, Thursday.....Resident students report at 10:00 p.m.
January 3, Friday.....Classes resumed.
January 18, Saturday.....Reading Day.
January 20-24, Monday-Friday.....First semester examinations.
January 28, Tuesday.....Boarding students return by 10:00 p.m. following mid-term break.
January 29, Wednesday.....Second semester classes begin.
April 3, Thursday.....Spring vacation begins at 12:30 p.m.
April 9, Wednesday.....Spring vacation ends at 10:00 p.m.
May 3, Saturday.....Alumnae Day.
May 16, Friday.....Reading Day.
May 17-22, Saturday-Thursday.....Second semester examinations.
May 23, Friday.....Commencement play.
May 24, Saturday.....Class Day; Glee Club Concert.
May 25, Sunday.....Baccalaureate, 11:00 a.m.
May 26, Monday.....Commencement, 10:30 a.m.

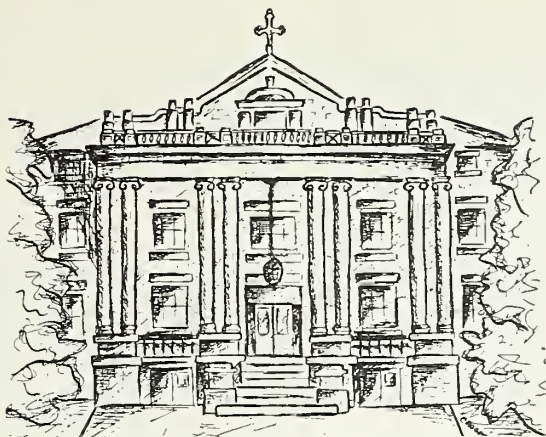
The dining room is closed at all scheduled vacation periods.

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, to young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a resident chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

Welcome to St. Mary's! We, the old girls, are looking forward to your arrival and to the many new and wonderful friendships which will form.

When you enter St. Mary's you will embark on a new and challenging course. This journey will lead you along the paths of wisdom, understanding, and friendship. Through understanding you will learn to respect our regulations and to maintain the treasured traditions of St. Mary's. Each old girl and each member of the faculty and staff are concerned with your well-being and happiness; therefore they will always be here to help you in any way that they can. The atmosphere surrounding St. Mary's will soon capture you and help you become a true part of the St. Mary's family.

The first week of college, Orientation Week, is planned especially for you. During this week, there will be hall parties, picnics, sings and various other activities which will give you a chance to meet the other girls and the faculty. The two Senior Counselors on your hall are always willing to help in any matter and to be your real friends. Soon after you arrive, you meet your "Big Sister," who, too, is eager to do anything she can to help you feel at home in your new environment.

Upon your arrival at St. Mary's, you immediately become a member of the Student Government Association. Our Student Government is the framework of our student life. Each girl must do her best, uphold our Honor Code and to cooperate in fulfilling the responsibilities of the Student Government. The system that we have is respected by the students and the faculty, and each one of you must endeavor to perpetuate this respect which is so necessary to the continued growth of our college.

We hope that St. Mary's will become your "Second Family" and that the friendships, love, and understanding that you find here will be rewarding. Give your best to St. Mary's, and you will grow to respect her and have the special spirit of love that is held by us and the many girls who have been here before us.

Sincerely,

MARY MORRISON PENNINGTON
Student Government Association

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of college spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home.

The Old Girl—New Girl Reception during Orientation Week gives the new girls an opportunity to meet the faculty. Each Big Sister accompanies a new girl to the party.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor. The other classes assist with singing duties. The seniors welcome the juniors with the traditional open house in the fall. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's ... the kicking post on the path to Hillsborough Street, which assures one of that special better if the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a special dinner in the dining room at Thanksgiving and Christmas. We welcome visitors by singing to them in the dining room, and sing to students on birthdays and in honor of notable achievements. The athletic banquet given in the Spring is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas and Mus.

One of the most beautiful parts of Commencement is the "step-singing" in which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Mary Morrison Pennington
Vice-President	Pridie Clark
Secretary	Patricia Little
Honor Board	
Senior Class	Sue Willingham
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Mary Douglas
Secretary of the Hall Council	Susan Sumner
President of the Day Students	Martha Davis

OTHER CAMPUS OFFICERS

Chairman of Assembly	Frances Gilliam
Chairman of Legislative Body	Pridie Clark
Editor of the Handbook	Corinne Davidson
Editor of the Stagecoach	Beth Godwin
Editor of the Belles	Jane Aycock
Editor of the Muse	Ruth Shupin
Chief Marshal	Marty Graham

Athletic Association

Sigma Club

President	Nancy Biggs
Vice-President	Lisa Penney

Mu Club

President	Connie Johnson
Vice-President	Marty Eskridge

Letter Club

President	Susan Foltz
-----------	-------------

HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. A student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT

Each St. Mary's Junior College Student, remembering that she is representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standard of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

STUDENT GOVERNMENT COUNCILS

A. HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body,

STUDENT GOVERNMENT COUNCILS

to report herself. If she is not willing to accept this dual responsibility, she does not belong at St. Mary's and may be expelled by the Honor Board.

3. It is important to note that Day Students represent St. Mary even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly Honor Roll following the conviction, and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION. A SUSPENDED STUDENT AUTOMATICALLY LOSES ALL REMAINING CUTS FOR THE SEMESTER.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council through its two divisions—the Minor Offense Committee and the Disciplinary Committee—has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Board.
3. The Disciplinary Committee of the Hall Council deals with major library offenses and issues penalties in cases referred to it by the Honor Board. It deals with serious violations of student regulations and rules of personal conduct which are not under the jurisdiction of the Honor Board.

STUDENT GOVERNMENT COUNCILS

4. The Minor Offense Committee of the Hall Council issues penalties for offenses which are not under the jurisdiction of the Disciplinary Committee.
5. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.
6. Hall Council reserves the right to give a campus or points whenever it deems necessary.
- 1) An accumulation of five points within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by Monday afternoon. A week's campus for accumulation of points begins on Tuesday and continues through the following Monday.
- 2) Campus slips other than by accumulation of points may be given by a hall counselor or by the Dean, or by the Disciplinary Committee, or minor offense. If a girl receives a campus slip at night from her hall counselor, **her stay on campus must begin the next day.** A girl campused by Minor Offense Committee or Disciplinary Committee will start campus on **the day following her appearance before either committee.**
- 3) A petition is a request to break campus and is granted by the Chairman or Secretary of Hall Council. Any girl who is granted this permission to break campus must make her campus of the corresponding day and **may not petition again.**
 - a. Only three petitions per semester are permitted.
 - b. A request for one day equals one petition.
 - c. A request for a weekend equals three petitions.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details see the Constitution under Legislative Body.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.-Fri.	Saturday	Sunday
8:30 a.m.- 4:00 p.m.	7:00 a.m.- 12:30 p.m.	2:00-3:30 p.m. 7:30-9:30 p.m.
7:00- 9:30 p.m. 10:10 p.m.- 7:00 a.m.	11:00 p.m.- 9:00 a.m.	10:10 p.m.- 7:00 a.m.

The above hours must be observed out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise should request that the noise be stopped.

1. Monday—Saturday Quiet Hour

Quiet should be maintained during class hours, especially on Lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m. — 3:30 p.m.

b. A girl must spend the whole of quiet hour in one place she may not move from room to room during this period. **One who has been off campus and returns during this time may return to her room provided that quiet is maintained.**

c. Visitors should leave by 2:00 p.m. or after 3:30 p.m. on Sunday.

3. Quiet in Rooms

A sign, DO NOT DISTURB, is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign must not be crossed except by a teacher, a counselor on official business, or an Honor Board member. **(Any student violating this rule will be given a 3 day campus; a second offense will be called before the Hall Council.)** Students are warned to use this sign for sleeping, studying, or legitimate privacy.

4. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday

DORMITORY REGULATIONS

- b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so provided that quiet is maintained. A student must request permission from her counselor when she wishes to study in any place other than her room after 10:00.
- c. Classrooms, except those in Cheshire and Language Building, may be used by students during closed study. **Students may not use a faculty member's desk**, and rooms must be left in order. College students may spend closed study in another college student's room.

5. Making Up Closed Study Monday-Friday

- a. Juniors and underclassmen must make up closed study in the afternoon before 7:30 p.m. in the library, music building, or a classroom in order to have:
 - 1. A Special Permission in the evening to date.
 - 2. For off-campus concerts (Raleigh Music Association, etc.)
 - 3. Underclassmen excused from Supervised Study Hall.
- b. A report of made-up closed study must be written on the reverse of the Special Permission slip.
- c. Exceptions:
 - 1. All students who have a B average for the preceding quarter or semester are excused from all formal making-up of closed study.
 - 2. All students who have a C+ average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.
 - 3. Seniors.

B. NIGHT OFF HALL

- 1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with a senior from another hall for the night during the week for study purposes, provided that each hall has a counselor and that one of these is a counselor on that hall.
3. Counselors notify the dean of students who are substituted counselors for overnight absences.

C. AFTER CLOSING HOURS

Girls returning to the dormitory after closing hours may be admitted **only** by a member of the faculty, a hall counselor or a hall representative.

D. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times. Beds should be made up before first class or by 10:30.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Any one violating this rule will be assessed for the damage done.**
- c. Counselors or hall representatives file room inspection reports weekly in the office of the Dean of Students.

2. Hall Regulations

a. Underclassmen:

(1) Sunday through Friday

7:30 p.m.-9:30 p.m.—Closed study period.

10:00 p.m.—Be on own hall.

10:30 p.m.—Lights out Freshmen.

11:00 p.m.—Lights out Sophomores.

12:00 p.m.—Lights out for anyone taking late lights.

(2) Saturday

11:00 p.m.—Be on own hall.

11:30 p.m.—Lights out for Freshmen.

12:00 m.—Lights out for Sophomores.

DORMITORY REGULATIONS

b. Upperclassmen:

(1) Sunday through Friday

7:30 p.m.-9:30 p.m.—Closed study period.

10:15 p.m.—Be on own hall and quiet.

11:00 p.m.—Be in own rooms and quiet.

(2) Saturday

12:00 m.—Be on own hall and quiet.

12:30 a.m.—Be in own rooms and quiet.

E. LATE LIGHTS

1. During each month a Freshman may take as many as 4 late lights and a Sophomore as many as 8. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; no late lights must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, etc., must have lights out thirty minutes after returning.

F. GUESTS—OVERNIGHT

1. Register

Hostesses must register overnight guests in the Dean's Office in the guest book by 1:00 p.m. Friday and Saturday, respectively. Permission must be obtained from the Dean before registering. Students may have guests for the weekend (Friday and Saturday nights) provided there is a vacant place available for each guest. Guests must sign in. Guests are not required to sign out when leaving. No guest may visit during the Midyear or Final Examination periods.

2. Guest Regulations

Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.

DORMITORY REGULATIONS

- a. **Car keys must be left in the Dean's office overnight.**
 - b. Guests must observe the regulations of the college **including chapel attendance and dating rules.**
 - c. Any guest leaving during church, must wait in the little parlor, not on the hall.
 - d. Guests must leave the halls before 2 p.m. or remain until 3:30 p.m. on Sunday. (See Sunday Quiet Hours.)
 - e. Hostess receives any penalties accumulated by the guest.
3. **Guest's Meals**
Reservations for guests in the Dining Room must be made with the Dining Room Manager.

G. FIRE DRILLS

1. Turn on lights.
2. Close windows.
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or the dining room steps and give the names of all the girls who are absent.
9. Day Students go between Penick and Language Arts Building
10. Return to hall at signal of siren.
11. **Quiet must be maintained during the whole drill.**

DORMITORY REGULATIONS

By order of the Raleigh Fire Department the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage, etc., at all times. Fire doors on halls must be opened after 11:00 p.m.

H. CIVIL DEFENSE DRILLS

Under the supervision of The Faculty Civil Defense Committee detailed instructions are issued to all campus personnel, resident and non-resident, relative to procedures to be followed in the event of any major disaster. Drills are held periodically at the discretion of The Committee.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Chapel services are on Sunday at 11:00 a.m. and 5:30 p.m. and on Mondays, Wednesdays, and Fridays at 10:30 a.m. Every student must attend on her designated day.
2. Students must wear regulation black Chapel caps to daily services.
3. Students are requested not to wear lace prayer caps or mantilla to any of the services.
4. Students should maintain a spiritual atmosphere in Chapel.
5. Student Assembly is in the Auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
6. Marshals report absences and tardies from Assembly. A marshal who fails to report absences receives points.
7. Students must not take books, paper, pencils, newspapers, or mail into Chapel or Assembly.
8. Unexcused absences
 - a. Ten day campus including one weekend for unexcused daily Chapel or Assembly absences.
 - b. Two week campus including two weekends for unexcused Sunday Chapel services.
 - c. Points are given for tardiness to Chapel or Assembly.

B. MEALS

Monday-Friday	Saturday	Sunday
Breakfast		
7:30-8:15	7:30-8:15	8:30-9:00
Lunch		Dinner
12:00-1:15	12:30-1:15	1:00-1:30 (Family style)
		12:15-1:00 (Cafeteria)
Dinner		Supper
5:15-6:00	5:30-6:00	6:00-6:30

GENERAL CAMPUS REGULATIONS

1. Only fruit and cookies are to be taken out of the dining room.
2. Reservations for guests in the dining room must be made with the manager of the dining room.

C SMOKING

1. Students may smoke in their own dormitory room if they have adequate ash trays and metal waste baskets. **Cigarette butts should not be thrown away on halls or stairways.**
2. Students may smoke in the Hut and in the music studio of any teacher who so permits.
3. **STUDENTS MUST NOT SMOKE IN OR ON A BED.**
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. Students may not smoke in the library, the infirmary, Cheshire, or any classroom at any time.

D TELEPHONE

The college switchboard is open in accordance with the schedule below.

Out of consideration for the Dean, please inform parents and friends not to call after 10:15 p.m. or before 8:00 a.m. All calls during these hours ring her office.

When the switchboard is closed, parents may call the Dean, the President, or the Infirmary if emergency necessitates.

GENERAL CAMPUS REGULATIONS

TELEPHONE HOURS

Monday-Friday	Saturday	Sunday
8:00-8:30 a.m.	8:30 a.m.-5:30 p.m.	9:00-10:30 a.m.
10:50-11:00 a.m.	6:00-10:15 p.m.	12:15-12:50 p.m.
1:30-5:45 p.m.		1:30-2:00 p.m.
6:30-7:25 p.m.		3:30-5:15 p.m.
9:30-10:15 p.m.		6:15-10:15 p.m.

NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

No calls are to be made from hall to hall or from dormitory dormitory unless for **official** school business.

2. Outgoing Calls

- a. Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday, as they are reserved for the use of the pages.
- b. Students are requested not to call out from 9:30-10:15 p.m. Monday through Friday because there are so many incoming calls.
- c. Only seniors may call out and receive calls during closed student hours 7:30-9:30 p.m.
- d. NO STUDENT may call out during Sunday Quiet Hour.
- e. Long distance calls must be made before 10:00 p.m. and **only** on **pay telephones**. Special telephone permissions must come from the Dean.

GENERAL CAMPUS REGULATIONS

3. Incoming Calls

- a. No calls are put through to the dormitories until 8:30 a.m. on Saturdays, and 9:00 a.m. on Sundays.
- b. No calls to dormitories after 10:15 p.m.
- c. Students are not called out of class to receive calls.

INFIRMARY

1. Except in emergency, the infirmary is open only during the following hours:

7:30 a.m. — 2:00 p.m.

4:00 — 7:30 p.m.

9:30 — 9:45 p.m. (ONLY IF NECESSARY)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a **faculty or staff member**.

2. Each resident student is expected to report to the College Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the college physician determines that her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college Physician. If a parent insists upon taking the student home without such authorization, class absences will be unexcused and count as cuts. This rule will also apply if a student goes home for treatment by her dentist or any other doctor without authorization from the Infirmary.

GENERAL CAMPUS REGULATIONS

3. Parents will be notified of a student's admission to the infirmary if the illness is a long one. If severity of the condition requires it, notification will be made immediately. **No student should call the parents of a sick girl without permission from the Dean of Students.**
4. Any student too ill to attend classes must go to the infirmary.
5. Students leaving church, classes, assemblies, and concerts in the auditorium must report to the infirmary immediately.
6. **If the infirmary is closed, the student must report to the Dean's office.**
7. Students missing morning class on account of illness must remain in the infirmary until 12:15 p.m.; students entering the infirmary after 12:00 noon are required to stay until 5:45 p.m.
8. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
9. **If a student is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.**
10. Students may not have books or papers in the infirmary without permission from the nurse.
11. **Appointments and prescriptions with local doctors must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary. All prescriptions must go through the infirmary.**
12. Students are not allowed to call the infirmary, or college doctor at office or home, without special permission from the Dean, Nurse, or Doctor.
13. Counselors with special permission from the nurse may visit in the infirmary during visiting hours.

GENERAL CAMPUS REGULATIONS

14. Parents and family friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.
15. Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.

3. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. During Orientation Week and throughout the college year, all students are required to read the Library Regulations posted on the library bulletin board in East Rock covered way, on the day students' bulletin board, or in the reserve area in the library.
3. Names of students who have overdue books or who owe library fines are posted each morning in the same areas as stated above. Students are expected to consult these areas each morning, and when their names are posted, to report to the librarian that same day at their first opportunity. A student who fails to return an overdue book, to pay a fine within one week, or to return a reserve book by 2:00 p.m. on Sunday will be penalized.
4. Reserve books may be taken out 10 minutes before Hall meetings; or 15 minutes before required evening programs.
5. The following library offenses are dealt with by the Disciplinary Committee of the Hall Council or by the Minor Offense Committee of the Hall Council, depending on the seriousness of the offense:
 - a. Taking a **reference** book from the library.
 - b. Taking a book from the library **without leaving the signed book card at the circulation desk.**
 - c. Taking a **reserve** book from the library before 9:30 p.m. (See exceptions in Section 4.)

GENERAL CAMPUS REGULATIONS

- d. Mutilating any library property, such as marking in books, clipping periodicals, or defacing furniture.
- 6. Ink, food, cokes, etc. are not to be brought into the library nor left on library premises.

G. DATES ON CAMPUS

Comply with hours on pages 34-37.

H. DANCES

- 1. Campus Dances.
 - a. **Class presidents and other students who have duties connected with planning a dance must not make commitments** about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.
 - b. Smoking is not permitted in the gym during dances.
- 2. To attend campus dances, visiting girls must have an invitation from the chief dance marshal and the president of the group giving the dance.
- 3. On the night of a St. Mary's dance, no student may take a parents night in Raleigh.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-12:45 p.m.
Saturday 8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store.
4. It is advisable to keep all money in the college bank.

B. POST OFFICE

1. Stamps are sold at post office Monday-Friday, 8:00-8:25 a.m. and 1:45-2:00 p.m. and Saturday, 8:00-12:15 p.m. at the book-store.
2. Mail comes in at 7:25 a.m. and 4:30 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday, and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages are not available.

C. THE RECREATION HUT

1. Suppers, picnics, and meetings may be held in the Hut with permission from the Dean in advance.
2. Users must sign the Hut Calendar in the Dean's office.
3. Users of the Hut must leave it clean and orderly.
4. Students may date in the Hut during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and that the Hut has not been engaged for any other activity.
5. Users of the Hut check in with parlor hostess after dating Friday, Saturday, and Sunday nights 15 minutes before dating hours end.

SPECIAL SPOTS

D. SUN PORCH REGULATIONS FOR SMEDES AND CRUICKSHANK SUN PORCHES

SUNBURN DOES NOT EXCUSE A STUDENT FROM CLASS PREPARATION, ATTENDANCE, OR PARTICIPATION.

1. Sunporch hours are 9:30 a.m.-3:30 p.m.
2. Sunbathing is restricted to the sunporch. (Doorways and windows are not used for sunbathing.)
3. Staying limit: each girl is asked to be considerate.
4. Sun porch may not be used during examination week or on Sundays.
5. Reasonable quiet necessary.
6. No standing on the rail.
7. Personal articles brought on the roof must be taken back to owners room. Empty coke bottles, cigarette butts, etc. must be put in trash containers.
8. Do not hang blankets over the railing.
9. The porches can be seen from many parts of the campus; therefore please be careful about appearances.
10. Rooms passed through must not be disturbed.

E. HOLT, PENICK, SMEDES AND CRUICKSHANK KITCHENS

1. Girls **must** leave the kitchens in **order**.
2. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
3. Kitchens may not be used during the first or second semester examinations period, or during Commencement. (Exception: the use of the refrigerator as posted.)

SPECIAL SPOTS

V. LAUNDRY

1. The college laundry provides weekly service for linens and simple clothing.
2. Each girl is allowed an average of \$2.00 a week for laundry.
3. A name **tape** must be sewn on every article being sent to the laundry. Iron-on tape and stamped articles are not allowed.

VI. MISCELLANEOUS

1. For lost and found articles and room equipment please see the housekeeper, or notices on the lost and found bulletin board.
2. Students are responsible for reading the bulletin board notices every day.
3. Do not chew gum in any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Weekdays	Saturday	Sunday
<p>1. Town Permissions: two students: 11:00 a.m.-6:00 p.m. four or more: 11:00 a.m.-6:30 p.m.</p> <p>2. Dating: 4:00 p.m.-6:00 p.m.</p>	<p>1. Town Permissions: two students: 9:00 a.m.-6:00 p.m. four or more: 9:00 a.m.-6:30 p.m.</p> <p>2. Double dating: 12:30-11:00 p.m.</p>	<p>1. Town Permissions: two or more students: after church until 5:00 p.m.</p> <p>2. Dating: single dating: after church until 5:00 p.m.</p>

Exceptions:

Weekdays	Saturday	Sunday
<p>1. Sophomores in groups of at least four may go out to supper Friday nights until 7:25 p.m.</p>	<p>1. Freshmen single date until 6:00 p.m.</p> <p>2. Three or more Freshmen accompanied by a sophomore may go out from 5:00 p.m. to 10:30 p.m.</p> <p>3. Sophomores single date until 7:00 p.m. After first quarter they may single date or double date until 11:30 p.m.</p> <p>4. Sophomores in groups of at least four may go out until 10:30 p.m.</p>	<p>1. Sophomores in groups of at least four may go out to the Little Store from 6:00 to 7:00 p.m.</p>

OFF-CAMPUS REGULATIONS:

A. UNDERCLASSMEN

1. Underclassmen must sign out whenever they leave campus. A town permission is taken when a student leaves campus for any length of time that exceeds an hour. Dates are not counted as town permissions.
2. Underclassmen attending out of town football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided they double date after 6:00 p.m.
3. Underclassmen may get special permission to date with a Day Student.
4. Underclassmen who go out Saturday night with her parents or friends of her parents will be allowed to stay out until 11:00 p.m.

Sophomores:

1. Sophomores have four town permissions a week.
2. Dating:
 - a. First quarter Sophomores must double date.
 - b. After first quarter, Sophomores may single date.
 - c. New Sophomores may not single date until second semester.

Freshmen:

1. Freshmen have three town permissions a week.
2. Dating:
 - a. First quarter Freshmen must double date with a Sophomore or an Upperclassman. The Upperclassmen must return with the Underclassman but are allowed to go back out until 12:00.
 - b. After first quarter Freshmen may double date with girls of their own class.

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
<p>1. Town Permissions: 11:00 a.m.-6:00 p.m. or 7:25 if in groups of two.</p> <p>2. Dating: Mon.-Thurs. 4:00-6:00 p.m. Friday: 4:00-11:30 p.m. (Juniors may not date Friday night until after first quarter.)</p>	<p>1. Town Permissions: After classes until 6:00 p.m. or 10:30 p.m. if in groups of four.</p> <p>2. Dating: Juniors: After classes until 12:00 m. Seniors: After classes until 12:15 a.m. (12:30 for formal dances.)</p>	<p>1. Town Permissions: After church until 5:00. 6:00-7:25 in groups of two 6:00-10:30 p.m. in groups of four.</p> <p>2. Dating: After church until 5:00 6:00-11:00 p.m.</p>

Upperclassmen:

1. may date at specific dating hours and at any other time acquire special permission.
2. have unlimited town permissions.
3. must sign out when they plan to return to college after 6:00 p.m. Monday through Saturday.
4. sign out and in on town sheet when dating 4:00-6:00 p.m. Monday-Saturday.
5. if going to Chapel Hill and Durham, other than dating, file special permission slip.
6. must sign out and return by 5:00 on Sunday.
7. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00.
8. returning before 9:00 p.m. after Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

OFF-CAMPUS REGULATIONS

C. GENERAL REGULATIONS

1. Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.
2. During the college year, **inclusive of Thanksgiving, Christmas, Semester Break and Spring vacations**, St. Mary's students may not go into apartment or men's residences in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone.
 - a. Parties and chaperones must be approved by the Dean when dating in the vicinities of Raleigh, Durham, and Chapel Hill.
 - b. When visiting outside the vicinities of Raleigh, Durham and Chapel Hill, a student, judging by the requirements of St. Mary's, must use her own discretion to determine whether or not the chaperone is acceptable.
3. Girls must not go into hotels and motels unchaperoned except by special permission from the Dean.
4. All fraternity houses must be approved by the Dean.
5. When college is in session students may not attend parties in the vicinity of Raleigh that have not been approved by the Dean.
6. No student may leave campus after 9 p.m. without special permission.
7. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.

OFF-CAMPUS REGULATIONS

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filled in lower Smedes.
2. Parental permissions and hostess invitations must be sent DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS.
3. Permissions and invitations must be in by 1:00 p.m., two days before departure—Wednesday 1:00 p.m. for Friday;
Thursday 1:00 p.m. for Saturday.
4. Parental permission for going home or to spend a night in Chapel Hill or Durham is not required for college students unless requested by parents.
5. Points are given for late filing of slips, parental permissions, and hostess invitations.

II. Slips for dating, going out in groups, or with relatives and friends.

A. Underclassmen

1. Must file a slip for any absence after 6:00 p.m.
2. Saturday dating and special permission
 - a. **Blue** slips for Saturday dating in Raleigh and vicinity.
 - b. Filed by 8:00 in lower Smedes.
 - c. Sign out and in on alphabetical master list in the sign out hall.
 - d. **White** special permission slips for going out of Raleigh, dance with late permission, or Cabin party must be filed in lower Smedes by 1:00 p.m. Friday for Saturday and by 1:00 p.m. Saturday for Sunday.

B. Upperclassmen

All slips must be filed in lower Smedes permission boxes. Sign in and out on the master list in the sign out hall.

1. Monday-Thursday
 - a. white slips for special absences.
 - b. dating 5:00-6:00 sign out on town sheet.

OFF-CAMPUS REGULATIONS

2. Friday

- a. **yellow** slips for dating in Raleigh and vicinity.
- b. **white** special permission slips for cabin party or formal dance.

3. Saturday

- a. **blue** slips for dating in Raleigh and vicinity.
- b. **white** special permission slips for cabin party or formal dance.

4. Sunday

- a. before 5:00 p.m. sign in and out on town sheet.
- b. **pink** slips after 6:00 for dating in Raleigh and vicinity.
- c. **Sunday night dating not permissible if on deficiency list.**

C. General

1. **Write last name first on all slips.**
2. All date slips are filled out in ink and filed in lower Smedes boxes by 8:00 p.m.
3. Sign in and out on master list in sign out hall.
4. For information concerning making up closed study due to a special permission, see pages 18 and 19.
5. Do not initial master list.

D. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on **long trips**.
 - b. to fly in non-commercial (private) planes.
 - c. for underclassmen requesting late dance permission.

VIII. WEEKEND ABSENCES

A. GENERAL

1. Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. They must hand in before her departure any written work due during her absence.
2. Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty, unless special permission has been granted by the Dean.
3. If at any time a student realizes that she will be late in returning, she must call the Dean at once.
4. On the day on which a student is due back after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or the parent of another St. Mary's student.

B. UNDERCLASSMEN—QUOTA

	First Semester	Second Semester
Sophomores	1 weekend 1 extended Saturday night 2 short Saturday nights	2 weekends 1 extended Saturday night 2 short Saturday nights
Freshmen	1 weekend 1 extended Saturday night 1 short Saturday night	2 weekends 1 extended Saturday night 2 short Saturday nights

Weekends begin after classes on Friday and end on Sunday at 10:00 p.m.

Short Saturday Nights begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:30 a.m. These may not be combined to make an extended.

Extended Saturday Nights begin after classes on Saturday (after 7:30 a.m. for students who have no Saturday classes) and end Sunday at 10:00 p.m.

Parent's Nights begin after classes and end in time for class the next morning, otherwise by 10:30 a.m., including Saturday and Sunday.

2. UPPERCLASSMEN—QUOTA

1. Each semester a college student is permitted a quota of overnights and Sunday morning and evening chapel absences.

Overnights may be taken:

Seniors: Thursday (after assembly) through Monday (before chapel).

Juniors: Friday (after chapel) through Sunday 10:00 p.m.

	First Semester	Second Semester
Seniors	14 overnights 4 morning and 4 evening chapel absences	18 overnights 5 morning and 5 evening chapel absences
Juniors	8 overnights 3 morning and 3 evening chapel absences	9 overnights 5 morning and 5 evening chapel absences

2. Regulations:

- A. A note should be left in the Dean's office:

- 1) if voiding an overnight slip
- 2) if returning earlier than anticipated
- 3) to cancel a chapel absence

- B. If a girl takes a Sunday overnight and returns after Monday morning chapel, or a girl exceeds her quota of Sunday chapel absences, she receives the usual penalty for failure to attend weekday chapel.

- C. Late hostess invitations must be in at least **2 hours** prior to the time of leaving campus.

- D. The list of incomplete parental or hostess permissions in the Sign Out Hall should be noted.

WEEK-END ABSENCES

- E. Returning from a Sunday overnight after Monday chapel or exceeding the quota of chapel absences carries a penalty for failure to attend weekday chapel.
- F. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.

3. Filing Overnight Slips:

- A. File overnight slips by 1:00 p.m. two days before departure.
- B. After "Absence counts as....." on the slip, designate the nights away and the number of morning and/or evening chapel absences.

D. GENERAL

- 1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.
- 2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. ALL PERMISSIONS AND INVITATIONS MUST BE SENT DIRECTLY TO THE DEAN.
- 3. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. College is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations.

A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh.

- 4. No week end or extended Saturday night is granted:
 - a.) on orientation week end.

WEEK-END ABSENCES

- b.) until after the pageant on May Day.
 - c.) until after the supervised study hall held four times a year for underclassmen.
5. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
 6. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
 7. A student returning late or going to the infirmary **because of fatigue** on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and count as a cut each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

1. The parents of a student may take their daughter, **no other students**, to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social function or date in the vicinity of Raleigh, the absence counts as a short Saturday night for an underclassman, and an overnight for an upperclassman.
3. Students planning to take a parent's night file an overnight permission slip for each night. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
4. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
5. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit a short Saturday night or a Friday night off a weekend for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

G. HOLIDAYS

1. A student who overstays her permission may not be allowed to return. See calendar days regarding academic regulations.
2. A student whose plans for return after a vacation are unexpectedly changed should call the DEAN'S OFFICE after 12:00 noon on the day she is due to return.

X. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that day students represent St. Mary's even when they are under their parent's jurisdiction.
2. Underclassmen whose grades put them on the study hall list are required to study in the library during all of their free periods after their first class. Study Hall reports should be turned in to the Day Student President on Friday before 1:00 p.m.
3. A day student who becomes ill during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day. If the infirmary is closed, report to the Dean's office.
4. Day Students who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday through Fridays and 8:30 a.m. to 12:30 p.m. on Saturday. These students are allowed one hour off campus between 12:00 and 2:00 for lunch. A signed statement saying that the campus has been made up must be given to the Day Student President at the end of each day. Points will be given for failure to hand in these statements.
5. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays (Freshmen, Sophomores, and Seniors), Wednesdays (Freshmen, Juniors, and Seniors), and Fridays (Freshmen, Sophomores, and Juniors).
6. Day Students should attend all Student Government meetings and all Day Student meetings unless excused by the President of the Day Students.
7. Day Students wishing to have a meal in the dining room must consult the manager of the dining room. Charges are paid at each meal or billed monthly to parents.
8. Day Students may not go to dormitory rooms during class hours or meal hours except when invited by a resident student.

DAY STUDENTS

B. ABSENCES AND TARDIES

1. When a day student finds that she will be absent, she should notify the Dean's office before classes begin.
2. On returning from an illness or an emergency absence, a Day Student must bring a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note will result in an unexcused absence.
3. See Academic Regulations.

C. COMMUNICATIONS

1. Day Students are responsible for reading both the Day Student bulletin board and those in the covered way.
2. If it is necessary for parents or friends to telephone a Day Student, they must call the switchboard and ask for the Day Student's House.
3. In case of emergency, parents may get in touch with them through the Dean's office.

D. PRIVILEGES

1. Day Students may use the sun porches at the same conditions as boarding students.
2. When visiting the dormitories at night, Day Students should leave by 10:30 p.m. Monday through Thursday, 11:00 p.m. Friday and Sunday, and 12:00 p.m. on Saturdays. If a Day Student needs to stay later than these hours, she must get permission from the Dean.

E. DAY STUDENT'S HOUSE

1. Day Students may smoke in the Day Student House and wherever resident students may smoke.
2. Day Students may not smoke in Day Student study room.
3. Reasonable quiet must be observed in the Day Student House, with library quiet in the study rooms.
4. Each Day Student is responsible for taking care of the furniture and keeping the house clean. Points will be given for untidiness.

DAY STUDENTS

F. PARKING

1. Register cars and car license numbers with the Dean.
2. Day Students may park in the area behind the library building.
After 6:00, Day Students park in the circle in front of Smedes.
3. When staying overnight, Day Students must turn their car keys into the Dean's office and then be registered in the guest book by a resident student.



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = Superior	C = Good	F = Failing
B = Very Good	D = Passing	

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

If a student has any questions concerning the evaluation of her final examination or her final grade in a course, she may make an appointment with the instructor concerned to discuss the matter. The final evaluation of all grades rests, of course, solely with the instructor concerned.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

ACADEMIC REGULATIONS

B. CLASS ATTENDANCE

1. Upperclassmen

All students are expected to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations **and for keeping an accurate record of her absences from class.** Absence does not relieve the student from responsibility for work required while she is absent; any written assignment due in a class that is to be missed must be turned in to the teacher prior to the absence, except in the case of personal illness. In such a case a student may have a week in which to complete the work missed. The student is reminded that she is not allowed to make up an assigned test which is missed because of a cut. The limit placed on the number of cuts is not designed as a punitive measure, but to protect the student.

The following regulations stand as a guide for class absences and must be adhered to strictly.

I. REGULATIONS REGARDING CUTS:

College students are allowed cuts each semester equal to the number of class hours per week in the particular course, not to exceed three. This policy includes physical education classes and private music lessons, as well as the usual courses. Only one cut of a laboratory period is permitted. A student on academic probation is allowed only one cut in each course the second semester. **A suspended student automatically loses all remaining cuts for the semester.**

A student may have no more cuts or excused absences than this chart indicates:

Class Meetings a Week	Cuts	Excused Absences	Total
4 hours	3	8	11
3 hours	3	8	11
2 hours	2	5	7
1 hour	1	3	4

Each excused absence beyond the quota is counted as a cut, but in no case may the total number of cuts and excused absences be greater than the total number listed in the chart.

ACADEMIC REGULATIONS

II. EXPLANATIONS OF EXCUSED ABSENCES:

A. Excused Personal Illness:

1. Resident Students:

- a. A student who has been in the infirmary or in the hospital is automatically excused.
- b. A student who has been ill at home and brings a statement from her home physician to the Dean of Students' office **on the day of her return** is granted excused absences.

2. Day Students:

- a. A student who has been ill at home and brings a statement from her physician, parent, or guardian to the Dean of Students' office **on the day of her return** is granted excused absences.
- b. Unless the above statements are filed in the Dean of Students' office, the absences are counted as cuts.

B. Official College Business:

1. Absence from class to attend an off-campus function related to a student's work is excused provided special permission has been granted prior to the absence.
2. Absence from class to fulfill officially delegated responsibilities is granted by the Absence Committee.

C. A death in the immediate family of the student is a reason for excused absences to be granted.

D. Students on first semester honor roll have demonstrated a mature and responsible attitude toward their academic work; therefore, they are allowed one additional cut in each course during the second semester.

III. PENALTY FOR EXCEEDING THE QUOTA OF CUTS AND EXCUSED ABSENCES:

A. Three unexcused tardies equal one cut.

B. If during either semester of a college year a student exceeds by one cut the maximum number of permitted cuts for a course, her semester grade in that course is lowered one letter. An additional cut in that course results in her being dropped from the course with an F.

ACADEMIC REGULATIONS

- C. Any student whose total absences exceed the chart total by more than one absence is automatically dropped from the course with an F, the first excessive cut having lowered the course grade one letter grade.
- D. Right of Appeal:
A student has the right of appeal regarding absence penalties. Final decision on the appeal rests with the Absence Committee.

IV. REGULATIONS REGARDING CALENDAR DAYS AND OTHER PROCEDURES:

A. Calendar Days:

Calendar days are defined as two days before and after a vacation. All students are required to attend the LAST MEETING OF EACH CLASS PRIOR to Thanksgiving, Christmas, Spring Vacations, and Semester break and the FIRST MEETING OF EACH CLASS FOLLOWING THESE VACATIONS. (Exception—a class whose last meeting is more than forty-eight hours prior to the start of vacation or whose first meeting is more than forty-eight hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to a lowering by one letter of the semester grade in the course. An additional cut in the course results in the student being dropped from the course with an F.

B. Changing Sections:

If a student attends any section of her class other than her own or makes up an assigned test at any time other than her scheduled time, she must sacrifice a cut. (NO cuts are allowed on Calendar Days.)

C. Leaving Class Early:

If an upperclassman leaves class early for any reason other than illness or emergency, this absence will count as a cut. If a student is ill and is excused from class during a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' office.

ACADEMIC REGULATIONS

2. Underclassmen

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations.

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. REGULATIONS REGARDING ABSENCES:

High school students are not allowed to miss classes for any reasons other than **excused personal illness** or **official college business**.

A. Excused Personal Illness:

1. Resident students:

- a. A student has been in the infirmary or in the hospital.
- b. A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

2. Day students:

A student has been ill at home and **on the day of her return** brings a note from her physician, parent, or guardian to the Dean's Office.

B. Official College Business

1. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
2. Absence from class to fulfill delegated responsibilities.

Any absence which does not meet one of the the above conditions is NOT excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence.

II. REGULATIONS REGARDING CALENDAR DAYS AND OTHER PROCEDURES:

A. Calendar Days:

All students are required to attend the last meeting of each

ACADEMIC REGULATIONS

class prior to Thanksgiving, Christmas, and Spring Vacations and Semester break and the first meeting of each class following these vacations. It is important that both students and parents realize that no exceptions can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

B. Changing Sections:

No student may attend another section in place of the one for which she is regularly scheduled.

C. Leaving Class Early:

No student may leave a class before the regularly scheduled time, except in the case of illness or emergency. If a student is ill and is excused from class, she must report immediately to the infirmary.

C. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. Beginning with the 1965-66 session the quality point system at St. Mary's Junior College will be as follows:

- A = 4 quality points per semester hour
- B = 3 quality points per semester hour
- C = 2 quality points per semester hour
- D = 1 quality point per semester hour

2. For Graduation

For graduation a student must earn 60 semester hours in academic work and 120 quality points, with a quality point ratio (Q.P.R.) of 1.80 (Quality points are not given for Physical Education). The Q.P.R. is calculated by dividing the accumulated number of quality points earned by the accumulated number of semester hours **carried** in academic work (not semester hours passed). Students in residence for one year must earn 30 hours and 60 quality points at St. Mary's. Those in residence for two years must earn a minimum of 51 hours and 102 quality points at St. Mary's with a Q.P.R. of 1.80. To make up deficiencies, a student may earn a maximum of 9 hours in the summer session of accredited colleges. Transfer credit of D grade is not accepted, and quality points beyond the value of C will not be awarded for work from another college.

ACADEMIC REGULATIONS

3. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.25, plus 2 hours of Physical Education, to be considered for re-admission. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the senior class, with a Q.P.R. below 1.73, she is automatically placed on academic probation for the following semester. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class.

4. Senior Year

Effective September, 1968, seniors also will be subject to academic probation and its terms.

D. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. She must have earned a quality point ratio of 3.0 or better in her subjects taken for credit.

First and third quarter honor rolls are based on quarter grades.

Second and fourth quarter honor rolls are based on semester grades.

Year honor roll is based on the two semester grades.

Students on the semester honor roll (based upon grades from the previous semester) are allowed one additional cut per class as they have demonstrated a mature and responsible attitude toward their academic work.

E. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months.

F. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation. A student dropping a course after the

ACADEMIC REGULATIONS — ATHLETICS

allotted time automatically receives a F in it. Hyphenated courses must be completed to receive any credit.

G. ACADEMIC PROBATION

Academic probation is a Q. P. R. below 1.73. A student on academic probation is permitted only one unexcused absence from each class.

H. DEFICIENCY LISTS AND STUDY HALLS

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervised Study Hall sessions—8:30 to 11:30 a.m. prior to Christmas and spring vacations and prior to Midyear and Final examinations.

I. MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

XI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club and the sports instructor make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchesis, Caperettes, Sea Saints, and Tennis Club. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

ATHLETICS

A Letter Club Banquet is held near the end of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.
4. The All-Star team is selected by the vote of all the girls of the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.
5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.
6. No smoking is allowed in the gym, the swimming area, or the tennis courts, or on the athletic field.

B. TENNIS

1. Tennis courts are grass-turf.
2. Gates Rules:
 - a. Leave tennis ball cans at entrance to court.
 - b. Pick up all acorns, gravel, etc.
 - c. Wear only smooth soled tennis shoes, no street shoes, no heels
 - d. Keep gates closed.
3. These courts are for the use of students and faculty only.
4. Tennis courts may not be used during church time on Sunday.

C. SWIMMING

1. To graduate from St. Mary's a girl must pass a swimming proficiency test.

ATHLETICS

- Students wishing to go swimming must be accompanied by a Senior Life Saver.
- Groups of students may use the pool:
 - During the afternoon when swimming class is not in session.
 - From 9:30 to 10:00 p.m.
- Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in the pool.
- Any student using the pool is subject to the general rules of behavior posted in the pool room.
- NO ONE IS ALLOWED TO SWIM ALONE.

D. SPORTSMANSHIP

The ultimate goal in the Physical Education Department is to have each girl become aware of sportsmanship as she participates in classes or in inter-scholastic activities.

E. RIDING

- Riding instructions are given at Horseshoe Acres.
- The fee is charged by the semester and includes transportation.
- Old girls may take it for credit.
- New girls may take it plus the required program.
- Parental permission is needed.

F. GOLF

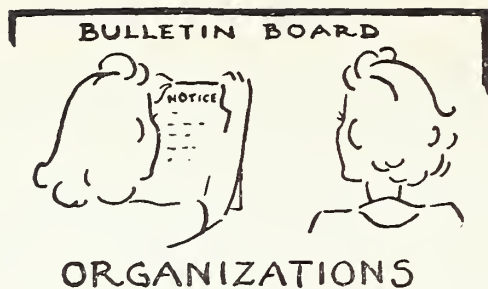
- Golf instruction is given at a nearby club first and fourth quarters.
- The fee is charged by the quarter.

G. BOWLING

- Bowling instruction is given at Western Lanes each quarter.
- The fee is charged by the quarter.

H. GENERAL

- Gym suits are to be worn only to gym classes.
- Underclassmen sign out on the town sheet to bowling, golf, and horseback riding.



I. HONORARY

The Order of the Circle

President

Suzanne Ellis

"As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of cooperation among the students, by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in the school life and activities." The Secretary and Treasurer are to be elected in the fall.

The Beacon

President

Cynty McAlister

"The Beacon is an honorary organization, and the principal purposes are to promote among the high school girls a better school spirit, cooperation, and participation in extracurricular activities."

ORGANIZATIONS

Marshals

Chief Marshal

Mardy Gray

Marshals—Frances Gilliam, Ann Harrell, Anne Holcomb,
Josie McCall, Wendy Soper.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before Commencement. The marshals take the offering in Chapel, lead Chapel lines, act as ushers at entertainments in the Auditorium, and maintain order at all student body gatherings.

Letter Club

President

Susan Foltz

The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. Each member receives a chenille letter to be worn on her school jacket or sweater. New members are announced throughout the year and are welcomed into the club. All-stars are awarded in assembly by the Letter Club President.

The Order of St. Genesis

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.
2. It shall function as the acting nucleus and co-ordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of the theatre but also on her character, attitude, enthusiasm, co-operation, dedication, and acceptable scholastic average.

ORGANIZATIONS

II. Extracurricular Activities

Acolytes

Chairman

Sally Thomaso

The acolyte committee is composed of approximately a dozen girls who assist the chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the second semester to serve for the coming school year.

Altar Guild

Chairman

Frances Gordon

The Altar Guild, which has charge of preparing for chapel services, through various committees, is composed of high school and college students.

Choir

Membership in the Choir is open to all students who must attend choir rehearsals regularly. The rehearsals are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special occasions. The officers are to be elected in the fall.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year. The officers are to be elected in the fall.

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

ORGANIZATIONS

Y. W. C. A.

resident
ice President

Su Harris
Mary Nevitt Sims

The Y. W. C. A. is a service organization. Among its activities is a Christmas party for the orphanage, social work at Dorothea Dix, the North Carolina State School for the Blind, and Saint Luke's Home for the Aged.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The officers are to be elected in the fall.

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

Tennis Club

resident

Ann Parrish

Membership in the Tennis Club is opened to interested students who possess an advanced level of skill and the desire for competition. Tryouts are held at the beginning of each semester. Matches are arranged with other nearby colleges.

Sea Saints

resident

Sweetie Seifart

Sea Saints, the synchronized swimming club, presents a Spring show, for which the members prepare during the year. Tryouts are held in the fall, and members plan choreography and staging. The Sea Saints also attend water ballet performances given by swim clubs at neighboring colleges.

ORGANIZATIONS

Orchesis

President
Secretary-Treasurer

Laura Holloway
Debbie Horton

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day Pageant.

Caperettes

President
Vice-President

Christie Williams
Cille Keedwell

The Caperettes, organized in the fall of 1962, offers advanced tap dance training. They aim for precision and accuracy in a variety of dances. During the year, Caperettes presents programs on and off campus.

"Cold Cuts"

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from washboards and combs to bongo drums, guitars, and the piano—is used. These girls, in their overalls and plaid shirts, add much school spirit to St. Mary's!

Student Publications

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and May. The BELLES is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.



NECESSITIES

Gloves, hats and conservative dresses or suits for church.

Gloves and appropriate dresses for concerts.

Dresses or suits, with heels, for Sunday dinner.

Sports clothes for picnics and study hours.

Loafers, skirts, sweaters, and blouses for class.

A raincoat and a heavy coat.

A white dress to be worn at commencement time, for Class Day and Graduation (All Classes).

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets & Pillow

Sheets

Pillow cases

Towels

Bedspreads

Quilted mattress protector

Bathing Cap

Tennis Shoes

Name Tapes

Laundry bags—at least two

Study lamp

Alarm Clock

Webster's Seventh New Collegiate Dictionary

NECESSITIES

SUGGESTED

Rubber boots	Shoe bags or rack
Sewing box	Wastepaper basket
Backrest	Record Player
Radio	Skirt and blouse hangers
Tennis racket and balls	Hot water bottle

REQUIRED

One white towel to donate to the Physical Education department
A flashlight.

THINGS NOT TO BRING

1. Electric appliances, for example: sun lamp, coffee pots, heating pads.
2. Pole lamps.

PLEASE NOTE: AT THE END OF THE FIRST MONTH OF THE ACADEMIC YEAR, STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. IF SHE FAILS THE TEST, SHE WILL BE CAMPUSED UNTIL SHE HAS PASSED IT (80 is passing).

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BRING THIS BOOK WITH YOU

RECORD OF WEEKEND ABSENCES

SEMESTER

	1ST	2ND
WEEKENDS		
EXTENDED		
SHORTS		

RECORD OF CLASS ATTENDANCE

First Semester

COURSE	EXCUSED	TARDIES	CUTS

RECORD OF CLASS ATTENDANCE

Second Semester

COURSE	EXCUSED	TARDIES	CUTS

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



ST. MARY'S JUNIOR COLLEGE

BULLETIN



July 1969 Issue

Vol. 59, No. 5



THE CHAPEL

To new and old students the Chapel is something more than just a place to attend services; it is a refuge. Old students will remember and new ones will soon learn that our Chapel is the great leveler, the great comforter, and the great source if one wishes to seek it.

STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1969-1970

Edited for

Student Government Association

By Corinne Davidson

ST. MARY'S JUNIOR COLLEGE BULLETIN

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SCHOOL HYMN

We build our School on Thee, O Lord:
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN.

—*Sebastian W. Meyer, 1908* (words)
Russell Broughton (music)

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OFFICE HOURS
of the DEAN OF STUDENTS

Smedes Hall

MONDAY THROUGH FRIDAY

8:30 A.M. — 10:30 A.M.

11:00 A.M. — 12:15 P.M.

1:30 P.M. — 3:30 P.M.

SATURDAY

9:30 A.M. — 12:45 P.M.

AND BY APPOINTMENT

ST. MARY'S JUNIOR COLLEGE
RALEIGH, NORTH CAROLINA

FRANK WARREN PISANI, *President*

CALENDAR FOR 1969-70

127th Annual Session

1969

September 3-4, Wednesday-Thursday.....	Registration of day students.
September 8-11, Monday-Thursday.....	Registration of boarding students; testing; matriculation of all students.
September 11, Thursday.....	First semester classes begin, 11:00 a.m.
October 14, Tuesday.....	Annual Meeting of the Board of Trustees.
November 26-30	Thanksgiving holiday begins at 12:30 p.m. Wednesday and ends at 10:00 p.m. Sunday.
December 18, Thursday.....	Christmas vacation begins at 12:30 p.m.

1970

January 4, Sunday.....	Resident students report at 10:00 p.m.
January 5, Monday	Classes resumed.
January 17, Saturday	Reading Day.
January 19-23, Monday-Friday.....	First semester examinations.
January 27, Tuesday.....	Boarding students return by 10:00 p.m. following mid-term break.
January 28, Wednesday.....	Second semester classes begin.
March 26, Thursday.....	Spring vacation begins at 12:30 p.m.
April 1, Wednesday.....	Spring vacation ends at 10:00 p.m.
May 2, Saturday	Alumnae Day.
May 15, Friday	Reading Day.
May 16-21, Saturday-Thursday	Second semester examinations.
May 22, Friday	Commencement Play.
May 23, Saturday.....	Class Day; Glee Club Concert
May 24, Sunday.....	Baccalaureate, 11:00 a.m.
May 25, Monday.....	Commencement, 10:30 a.m.

The dining room is closed at all scheduled vacation periods.

ST. MARY'S OBJECTIVES

PURPOSE: St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives.

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



Dear New Girls,

Welcome to St. Mary's! All of us are anxious to meet you and help you prepare for the wonderful way of life and friendships you will develop here.

When you enter St. Mary's you will embark on a new and challenging course. This journey will lead you along the paths of wisdom, understanding, and friendship. Through understanding you will learn to respect our regulations and to maintain the treasured traditions of St. Mary's. Each old girl and each member of the faculty and staff are concerned with your well-being and happiness; therefore they will always be here to help you in any way that they can. The atmosphere surrounding St. Mary's will soon capture you and help you become a true part of the St. Mary's family.

The first week of college, Orientation Week, is planned for you. This is the week of picnics, hall parties, sings, and general gatherings to give you the chance to adjust and to meet as many girls and faculty as you can. You will meet your "Big Sister" soon after you arrive and she will be a big help in meeting the "old girls" and in answering

questions. Your two hall counselors are also ready to help you at any time. Use this week; it is for you!

Upon your arrival at St. Mary's, you immediately become a member of the Student Government Association. This is "our government" and the basis for our student life at St. Mary's. Each girl is responsible for doing her share in upholding our Honor Code and co-operating in fulfilling the principles and responsibilities of the Student Government. If you truly believe in the Honor Code, it will work for you

St. Mary's is the involvement and spirit of each girl. It is up to you to make your life at St. Mary's. You will gain what you want to. If you are conscientious in your work, enthusiastic in your extra-curricular activities, and thoughtful of those with whom you will be living, your life at St. Mary's will be immensely rewarding and you will leave with that special St. Mary's love and spirit which will remain with you always.

Sincerely,

KACK HARRISON,
Student Government Association.

TRADITIONS AND CUSTOMS

At St. Mary's, as at all other colleges, it is upon traditions and customs that the coordination of the student body and the cultivation of college spirit depend. These customs are legacies to the present classes and inheritances of the classes to come.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church college, the Christian year is stressed. The great festival of Christmas is spent at home. Before the holidays the choir gives a chapel service devoted to the Christmas spirit. The festival of Easter is spent at home.

The Old Girl—New Girl Picnic during Orientation Week gives the new girls an opportunity to meet the faculty. Each Big Sister accompanies a new girl to the picnic.

A great many St. Mary's traditions are carried on by the classes. Seniors serve as hostesses in the parlor. The other classes assist with paging duties. The seniors welcome the juniors with the traditional open house in the fall. The freshmen give the sophomores a dance which is usually in February.

There are many little traditions at St. Mary's ... the kicking post on the path to Hillsborough Street, which assures one of that special letter if the post is kicked while walking by; the Little Store, where everyone goes for fun, food, and cokes; the hall parties; the fraternity serenades at Christmas; a special dinner in the dining room at Thanksgiving and Christmas. We sing to students on birthdays and in honor of notable achievements. The athletic banquet given in the Spring is given by the letter club to award the plaque to one of the athletic clubs, the Sigmas or Mus.

One of the most beautiful parts of Commencement is the "step-singing" at which each class originates a group of songs and takes its turn singing them on Smedes Hall steps. At graduation each Little Sister turns her Big Sister's ring around to signify the end of her days at St. Mary's. After graduation exercises the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the session officially over.

We hope you will grow to love our traditions as we old girls do.

STUDENT GOVERNMENT OFFICERS

President	Kack Harrison
Vice-President	Patti Graves
Secretary	Barbara Miller
Honor Board	
Senior Class	Marshall Young
Junior Class	To be elected
Underclassmen	To be elected
Chairman of the Hall Council	Penny Hicks
Secretary of the Hall Council	Julia Barfield
President of the Day Students	Susan Dodd

OTHER CAMPUS OFFICERS

Chairman of Assembly	Collins Stukes
Chairman of Legislative Body	Patti Graves
Editor of the Handbook	Connie Darby
Editor of the Stagecoach	Mary Vance
Editor of the Belles	Dru Haley
Editor of the Muse	Jane Upton
Chief Marshal	Woody Bobbitt

Athletic Association

Sigma Club

President	Walker Holmes
Vice-President	Cynty McAlister

Mu Club

President	Sherry Graham
Vice-President	Dell Parker

Letter Club

President	Connie Darby
-----------	--------------

HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. A student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

HONOR CODE

THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at St. Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal co-operation in fulfilling the responsibilities of student government at St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each St. Mary's Junior College Student, remembering that she is a representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

OFFICE POINT SYSTEM

(as set up by the Honor Board)

No student may hold offices amounting to more than 14 points during the year.

10 Points

President of Student Government Association.
Chairman of Hall Council.
Vice-President of Student Government Association.

8 Points

Secretary of Student Government Association.
Secretary of Hall Council.
President of Day Students.
Editor of the **Stage Coach** and **Belles**.

6 Points

Honor Board Members.
Presidents of Classes.
Assistant Secretary, Hall Council.
Chairman of Assembly Programs.
Chief Marshal.
Editor of the **Muse**.

4 Points

Counselors.
Marshals.
President of Altar Guild.
President of Y.W.C.A.
Chairman of the Vestry.
President of Letter Club.
Presidents of Athletic Clubs.
Business Manager, **Stage Coach**.
Secretary of Legislative Body.
Fire Captain.
Editor of the Handbook.

2 Points

Members of Legislative Body.
Presidents of Other Clubs.
Chief Dance Marshal.

*Ex-officio members of any organization do not receive points.

I. STUDENT GOVERNMENT COUNCILS

A. HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
 - a. Lying
 - b. Cheating
 - c. Stealing
 - d. Leaving or remaining off campus without permission.
 - e. Any conduct of a nature to reflect seriously upon the reputation of the student or the college.
 - f. Any infraction of the following rules concerning the use of alcoholic beverages.
 - 1) No alcoholic beverages are allowed on St. Mary's campus at any time.
 - 2) No alcoholic beverages are permitted at any St. Mary's function occurring away from the college campus.
 - 3) No girl is allowed to drink any alcoholic beverage while officially representing the college, either individually, or as a member of a group.

ST. MARY'S DOES NOT APPROVE OF THE USE OF ANY ALCOHOLIC BEVERAGES. A St. Mary's girl must conduct herself as a lady at all times. She must assume this responsibility for herself; and as a member of Student Government she is also bound to require any fellow student whose conduct is such as to bring discredit upon the student body,

STUDENT GOVERNMENT COUNCILS

to report herself. If she is not willing to accept this dual responsibility, she does not belong at St. Mary's and may be expelled by the Honor Board.

3. It is important to note that Day Students represent St. Mary's even when they are under their parent's jurisdiction.
4. Conviction of any of these offenses automatically keeps a student off the next quarterly and semesterly Honor Roll following the conviction, and off the annual Honor Roll.

VIOLATION OF THE ABOVE REGULATIONS SUBJECTS A PERSON TO SUSPENSION OR EXPULSION. A SUSPENDED STUDENT AUTOMATICALLY LOSES ALL REMAINING CUTS FOR THE SEMESTER.

B. HALL COUNCIL

1. The Hall Council is composed of the chairman, the secretary, and the assistant secretary; the president of the Student Government Association (Ex officio); the hall counselors (two counselors for each hall) and representatives; and three Day Student counselors, including the president.
2. The Hall Council through its two divisions—the Minor Offense Committee and the Disciplinary Committee—has jurisdiction over all student regulations and over routine matters of student conduct, not specifically under the jurisdiction of the Honor Board.
3. The Disciplinary Committee of the Hall Council deals with major library offenses and issues penalties in cases referred to it by the Honor Board. It deals with serious violations of student regulations and rules of personal conduct which are not under the jurisdiction of the Honor Board.

STUDENT GOVERNMENT COUNCILS

4. The Minor Offense Committee of the Hall Council issues penalties for offenses which are not under the jurisdiction of the Disciplinary Committee.
5. At St. Mary's a student is campused (confined to campus) for either an accumulation of demerits or an infringement of certain stated rules.
6. Hall Council reserves the right to give a campus or points whenever it deems necessary.
- 1) An accumulation of five points within any two consecutive week's will automatically give a student a week's campus. The Secretary of Hall Council (who keeps a record of demerits for each girl) will have the campus slips in the mailboxes by Monday afternoon. A week's campus for accumulation of points begins on Tuesday and continues through the following Monday.
- 2) Campus slips other than by accumulation of points may be given by a hall counselor or by the Dean, or by the Disciplinary Committee, or minor offense. If a girl receives a campus slip at night from her hall counselor, **her stay on campus must begin the next day.** A girl campused by Minor Offense Committee or Disciplinary Committee will start campus on **the day following her appearance before either committee.**
- 3) A petition is a request to break campus and is granted by the Chairman or Secretary of Hall Council. Any girl who is granted this permission to break campus must make her campus up on the corresponding day of the following week and **may not petition again.**
 - a. Only three petitions per semester are permitted.
 - b. A request for one day equals one petition.
 - c. A request for a weekend equals three petitions.

C. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members.
2. The Legislative Body is divided into three functional branches: the Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details see the Constitution under Legislative Body.

II. DORMITORY REGULATIONS

A. QUIET HOURS

Mon.-Fri.	Saturday	Sunday
8:30 a.m.- 4:00 p.m. 7:00- 9:30 p.m. 10:15 p.m.- 7:00 a.m.	11:00 p.m.- 9:00 a.m.	2:00-3:30 p.m. 7:30-9:30 p.m. 10:10 p.m.- 7:00 a.m.

The above hours must be observed out of consideration for others. Any girl who is disturbed during Quiet Hours by unnecessary noise should request that the noise be stopped.

1. Monday—Friday Quiet Hour

Quiet should be maintained during class hours, especially on Lower Smedes.

2. Sunday Quiet Hour

a. 2:00 p.m. — 3:30 p.m.

b. A girl must spend the whole of quiet hour in one place; she may not move from room to room during this period. **One who has been off campus and returns during this time may return to her room provided that quiet is maintained.**

c. Visitors should leave by 2:00 p.m. or after 3:30 p.m. on Sunday.

3. Quiet in Rooms

A sign, DO NOT DISTURB, is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign must not be crossed except by a teacher, a counselor on official business, or an Honor Board member. **(Any student violating this rule will be given a 3 day campus; a second offense will be called before the Hall Council.)** Students are warned to use this sign for sleeping, studying, or legitimate privacy.

4. Closed Study Period

a. 7:30 p.m. to 9:30 p.m. Monday-Friday and Sunday.

Underclassmen who have Special Permission for Sunday night.

DORMITORY REGULATIONS

- b. Students must be in their place of study by 7:30. If they wish to return to their rooms during study period from the library or where they have finished using special facilities, they may do so provided that quiet is maintained. A student must request permission from her counselor when she wishes to study in any place other than her room after 10:00.
- c. Classrooms, except those in Cheshire and Language Building, may be used by students during closed study. **Students may not use a faculty member's desk**, and rooms must be left in order. College students may spend closed study in another college student's room.

5. Making Up Closed Study Monday-Friday

- a. Juniors and underclassmen must make up closed study in the afternoon before 7:30 p.m. in the library, music building, or a classroom in order to have:
 - 1. A Special Permission in the evening to date.
 - 2. For off-campus concerts (Raleigh Music Association, etc.)
 - 3. Underclassmen excused from Supervised Study Hall.
 - 4. Underclassmen who have Special Permission for Sunday night.
- b. A report of made-up closed study must be written on the reverse of the Special Permission slip.
- c. Exceptions:
 - 1. All students who have a B average for the preceding quarter or semester are excused from all formal making-up of closed study.
 - 2. All students who have a C+ average for the preceding quarter or semester are excused from make-up of closed study for all college-sponsored functions.
 - 3. Seniors.

B. NIGHT OFF HALL

- 1. Students may spend Friday or Saturday night, or both, in other rooms, provided there is a vacant bed and that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

DORMITORY REGULATIONS

2. Counselors are allowed to exchange rooms with a senior from another hall for the night during the week for study purposes, provided that each hall has a counselor and that one of these is a counselor on that hall.
3. Counselors notify the Dean of Students the names of substitute counselors for overnight absences.

C. AFTER CLOSING HOURS

Girls returning to the dormitory after closing hours may be admitted **only** by a member of the faculty, a hall counselor, or a hall representative.

D. ROOM AND HALL REGULATIONS

1. Care of Rooms

- a. Rooms must be in order at all times. Beds should be made up before first class or by 10:30.
- b. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Any one violating this rule will be assessed for the damage done.**
- c. Counselors or hall representatives file room inspection reports weekly in the office of the Dean of Students.

2. Hall Regulations

a. Underclassmen:

(1) Sunday through Friday

- 7:30 p.m.-9:30 p.m.—Closed study period.
- 10:00 p.m.—Be on own hall.
- 10:30 p.m.—Lights out Freshmen.
- 11:00 p.m.—Lights out Sophomores.
- 12:00 p.m.—Lights out for anyone taking late lights.

(2) Saturday

- 11:00 p.m.—Be on own hall.
- 11:30 p.m.—Lights out for Freshmen.
- 12:00 m.—Lights out for Sophomores.

DORMITORY REGULATIONS

b. Upperclassmen:

(1) Sunday through Friday

7:30 p.m.—9:30 p.m.—Closed study period.

10:15 p.m.—Be on own hall and quiet.

11:00 p.m.—Be in own rooms and quiet.

(2) Saturday

12:30 a.m.—Be in own rooms and quiet.

E. LATE LIGHTS

1. During each month a Freshman may take as many as 4 late lights and a Sophomore as many as 8. Late lights may be taken in the student's own room provided that both roommates are taking late lights; otherwise the student should go to a classroom. Permission must be obtained from counselors; no late lights must last beyond 12:00 midnight.
2. Underclassmen attending dances, concerts, etc., must have lights out thirty minutes after returning.

F. GUESTS—OVERNIGHT

1. Register

Hostesses must register overnight guests in the Dean's Office in the guest book by 1:00 p.m. Friday and Saturday, respectively. Permission must be obtained from the Dean before registering. Students may have guests for the weekend (Friday and Saturday nights only) provided there is a vacant place available for each guest. Guests must sign in. Guests are not required to sign out when leaving. No guest may visit during the Midyear or Final Examination periods.

2. Guest Regulations

Only friends of school or college age, sisters, prospective students, and recent alumnae may be entertained overnight.

DORMITORY REGULATIONS

- a. **Car keys must be left in the Dean's office overnight.**
- b. Guests must observe the regulations of the college **including chapel attendance and dating rules.**
- c. Any guest leaving during church, must wait in the little parlor, not on the hall.
- d. Guests must leave the halls before 2 p.m. or remain until 3:30 p.m. on Sunday. (See Sunday Quiet Hours.)
- e. Hostess receives any penalties accumulated by the guest.

3. **Guest's Meals**

Reservations for guests in the Dining Room must be made with the Dining Room Manager.

G. **FIRE DRILLS**

1. Turn on lights.
2. Close windows.
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or the dining room steps and give the names of all the girls who are absent.
9. Day Students go between Penick and Language Arts Building.
10. Return to hall at signal of siren.
11. **Quiet must be maintained during the whole drill.**

DORMITORY REGULATIONS

By order of the Raleigh Fire Department the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage, etc., at all times. Fire doors on halls must be opened after 11:00 p.m.

H. CIVIL DEFENSE DRILLS

Under the supervision of The Faculty Civil Defense Committee detailed instructions are issued to all campus personnel, resident and non-resident, relative to procedures to be followed in the event of any major disaster. Drills are held periodically at the discretion of The Committee.

III. GENERAL CAMPUS REGULATIONS

A. CHAPEL AND ASSEMBLY

1. Weekly Chapel services are on Monday, Wednesday, and Friday at 10:30 a.m. Every student must attend on her designated day.
2. Chapel services are on Sundays at 8:00 a.m., 11:00 a.m., and 5:00-5:30 p.m. Students may choose to attend either the 8:00 or 11:00 service except on Communion Sundays when everyone is required to attend the 11:00 a.m. service.
3. Students must wear regulation black Chapel caps to daily services.
4. Students are requested not to wear lace prayer caps or mantillas to any of the services.
5. Students should maintain a spiritual atmosphere in Chapel.
6. Student Assembly is in the Auditorium at 10:30 a.m. on Tuesdays and Thursdays. All students must attend and take assigned places.
7. Marshals report absences and tardies from Assembly. A marshal who fails to report absences receives points.
8. Students must not take books, paper, pencils, newspapers, or mail into Chapel or Assembly.
9. Unexcused absences
 - a. Ten day campus including one weekend for unexcused daily Chapel or Assembly absences.
 - b. Two week campus including two weekends for unexcused Sunday Chapel services.
 - c. Points are given for tardiness to Chapel or Assembly.

B. MEALS

Monday-Friday	Saturday	Sunday
Breakfast 7:15-8:00	8:30-9:00	8:30-9:00
Lunch 12:00-1:15	12:30-1:15	Dinner 1:00-1:30 (Family style) 12:15-1:00 (Cafeteria)
Dinner 5:15-6:00	5:30-6:00	Supper 6:00-6:30

GENERAL CAMPUS REGULATIONS

1. Only fruit and cookies are to be taken out of the dining room.
2. Reservations for guests in the dining room must be made with the manager of the dining room.

C. SMOKING

1. Students may smoke in their own dormitory room if they have adequate ash trays and metal waste baskets. **Cigarette butts should not be thrown away on halls or stairways.**
2. Students may smoke in the Hut and in the music studio of any teacher who so permits.
3. **STUDENTS MUST NOT SMOKE IN OR ON A BED.**
4. Students may smoke off campus in Raleigh but must use discretion as to time and place. No student should walk in public with a cigarette in hand.
5. **Students may not smoke in the library, the infirmary, Cheshire, or any classroom at any time.**

D. TELEPHONE

The college switchboard is open in accordance with the schedule below.

Out of consideration for the Dean, please inform parents and friends not to call after 10:30 p.m. or before 8:00 a.m. All calls during these hours ring her office.

When the switchboard is closed, parents may call the Dean, the President, or the Infirmary if emergency necessitates.

GENERAL CAMPUS REGULATIONS

TELEPHONE HOURS

Monday-Saturday 8:00 a.m.-10:30 p.m.	Sunday 9:00-10:30 a.m. 12:15- 5:15 p.m. 6:15-10:30 p.m.
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NO CALL SHOULD BE OVER THREE MINUTES LONG

1. Campus Calls

No calls are to be made from hall to hall or from dormitory to dormitory unless for **official** school business.

2. Outgoing Calls

- a. Do not use hall telephones for outside calls from 7:00-8:00 p.m. on Friday, Saturday, or Sunday, as they are reserved for the use of the pages.
- b. Students are requested not to call out from 9:30-10:15 p.m. Monday through Friday because there are so many incoming calls.
- c. Only seniors may call out and receive calls during closed study, 7:30-9:30 p.m.
- d. NO STUDENT may call out during Sunday Quiet Hour.
- e. Long distance calls must be made before 10:30 p.m. and **only on pay telephones**. Special telephone permissions must come from the Dean.

GENERAL CAMPUS REGULATIONS

3. Incoming Calls

- a. No calls are put through to the dormitories until 8:00 a.m. on Saturdays, and 9:00 a.m. on Sundays.
- b. No calls to dormitories after 10:30 p.m.
- c. Students are not called out of class to receive calls.

E. INFIRMARY

1. Except in emergency, the infirmary is open only during the following hours:

7:30 a.m. — 2:00 p.m.

4:00 — 7:30 p.m.

9:30 — 9:45 p.m. (ONLY IF NECESSARY)

Any student going to the infirmary after 9:45 p.m. must be accompanied by a **faculty or staff member**.

2. Each resident student is expected to report to the College Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the college physician determines that her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college Physician. If a parent insists upon taking the student home without such authorization, class absences will be unexcused and count as cuts. This rule will also apply if a student goes home for treatment by her dentist or any other doctor without authorization from the Infirmary.
3. Parents will be notified of a student's admission to the infirmary if the illness is a long one. If severity of the condition requires

GENERAL CAMPUS REGULATIONS

it, notification will be made immediately. **No student should call the parents of a sick girl without permission from the Dean of Students.**

4. Any student too ill to attend classes must go to the infirmary.
5. Students leaving church, classes, assemblies, and concerts in the auditorium must report to the infirmary immediately.
6. **If the infirmary is closed, the student must report to the Dean's office.**
7. Students missing morning class on account of illness must remain in the infirmary until 12:15 p.m.; students entering the infirmary after 12:00 noon are required to stay until 5:45 p.m.
8. Students may not leave the campus for 24 hours after being dismissed from the infirmary.
9. **If a student is asked to report to the infirmary to see the College Physician or the nurse she must report promptly at the appointed time.**
10. Students may not have books or papers in the infirmary without permission from the nurse.
11. **Appointments and prescriptions with local doctors must be made through the infirmary. Medical examinations and treatments received elsewhere should be reported to the infirmary. All prescriptions must go through the infirmary.**
12. Students are not allowed to call the infirmary, or college doctor at office or home, without special permission from the Dean, Nurse, or Doctor.
13. Counselors with special permission from the nurse may visit in the infirmary during visiting hours.
14. Parents and family friends visiting in the infirmary are requested to observe the following visiting hours:
11:00 a.m. to 12:30 p.m.
4:00 to 5:30 p.m.
6:30 to 7:30 p.m.

GENERAL CAMPUS REGULATIONS

15. Students are not allowed to smoke in the infirmary. Violation subjects the student to Hall Council penalty.

F. LIBRARY

1. Library hours:
Weekdays, 8:00 a.m.-9:45 p.m.
Sundays, noon-9:45 p.m.
2. Following her library orientation period, each student is required to read the instruction sheets **USING THE LIBRARY**.
3. Names of students who have overdue books or who owe library fines are posted each morning on the **library bulletin board** in East Rock covered way, and on the circulation desk in the library. Students are expected to consult the list each morning, and when their names are posted, to return overdue books **that same day** at their first opportunity. A student who fails to return an overdue book or to pay a fine within one week, or to return a reserve book by 2:00 p.m. on Sunday will be penalized.
4. Fines may be paid from 8:15-8:30 a.m. or from 12:45-1:00 p.m.
5. A student is expected to answer a **LIBRARY NOTICE** (on a yellow card) **at her first opportunity on the day the notice is received, bringing the notice with her.**
6. Reserve books may be taken out 10 minutes before Hall meetings, and 15 minutes before required evening programs.
7. The following library offenses are dealt with by the Disciplinary Committee of the Hall Council:
 - a. Taking a book from the library **WITHOUT LEAVING THE SIGNED BOOK CARD AT THE CIRCULATION DESK.**
 - b. Taking a **RESERVE** book from the library **before 9:30 p.m.**
(See exceptions in Section 6)
 - c. Mutilating any library property, such as marking in books, clipping periodicals, or defacing furniture.

GENERAL CAMPUS REGULATIONS

8. Ink, food, cokes, gum, etc., are not to be brought into the library nor left on library premises.
9. Only ball point pens are to be used in the library.

G. DATES ON CAMPUS

Comply with hours on pages 33-37.

H. DANCES

1. Campus Dances.
 - a. **Class presidents and other students who have duties connected with planning a dance must not make commitments about choice of orchestra, price of bids, materials for decorations, or any other plans without the approval of the Dean, the adviser to the dance marshals, and the chief dance marshal. No contract may be concluded without the signature of the President of the college.**
 - b. Smoking is not permitted in the gym during dances.
2. To attend campus dances, visiting girls must have an invitation from the chief dance marshal and the president of the group giving the dance.
3. On the night of a St. Mary's dance, no student may take a parents night in Raleigh.

IV. SPECIAL SPOTS

A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-12:45 p.m.
Saturday 8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store at 8:00 a.m.
4. It is advisable to keep all money in the college bank.

B. POST OFFICE

1. Stamps are sold at post office Monday-Friday, 8:00-8:25 a.m. and 1:45-2:00 p.m. and Saturday, 8:00-12:15 p.m. at the bookstore.
2. Mail comes in at 7:25 a.m. and 4:00 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday, and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages are not available.

C. THE RECREATION HUT

1. Suppers, picnics, and meetings may be held in the Hut with permission from the Dean in advance.
2. Users must sign the Hut Calendar in the Dean's office.
3. Users of the Hut must leave it clean and orderly.
4. Students may date in the Hut during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and that the Hut has not been engaged for any other activity.
5. Users of the Hut check in with parlor hostess after dating Friday, Saturday, and Sunday nights 15 minutes before dating hours end.

D. SUN PORCH REGULATIONS FOR SMEDES AND CRUIKSHANK SUN-PORCHES

SUNBURN DOES NOT EXCUSE A STUDENT FROM CLASS PREPARATION, ATTENDANCE, OR PARTICIPATION.

1. Sunporch hours are 9:30 a.m.-3:30 p.m.
2. Sunbathing is restricted to the sunporch. (Doorways and windows are not used for sunbathing.)

SPECIAL SPOTS

3. Staying limit: each girl is asked to be considerate.
4. Sun porch may not be used during examination week or on Sundays.
5. Reasonable quiet necessary.
6. No standing on the rail.
7. Personal articles brought on the roof must be taken back to owners room. Empty coke bottles, cigarette butts, etc. must be put in trash containers.
8. Do not hang blankets over the railing.
9. The porches can be seen from many parts of the campus; therefore please be careful about appearances.
10. Rooms passed through must not be disturbed.

E. HOLT, PENICK, SMEDES AND CRUIKSHANK KITCHENS

1. Girls **must** leave the kitchens in **order**.
2. Girls may not use the kitchens or eat in the parlors before 8:30 a.m. or after 10:00 p.m.
3. Kitchens may not be used during the first or second semester examinations period, or during Commencement. (Exception: the use of the refrigerator as posted.)

V. LAUNDRY

1. The college laundry provides weekly service for linens and simple clothing.
2. Each girl is allowed an average of \$2.00 a week for laundry.
3. A name **tape** must be sewn on every article being sent to the laundry. Iron-on tape and stamped articles are not allowed.

VI. MISCELLANEOUS

1. For lost and found articles and room equipment please see the housekeeper, or notices on the lost and found bulletin board.
2. Students are responsible for reading the bulletin board notices every day.
3. Do not chew gum in any part of the campus except in the dormitories.

VII. OFF-CAMPUS REGULATIONS

TOWN PERMISSIONS AND DATING

A. UNDERCLASSMEN

Weekdays

1. Town Permissions: two students: 11:00 a.m.-6:00 p.m.; four or more: 11:00 a.m.-6:30 p.m.
2. Dating: 4:00 p.m.-6:00 p.m.

Saturday

1. Town Permissions: two students: 9:00 a.m.-6:00 p.m.; four or more: 9:00 a.m.-6:30 p.m.
2. Dating:
Freshman may:
 1. single date until 6:00 p.m.
 2. double date until 11:15 (2nd semester)Sophomores may:
 1. single date until 7:00 (first semester)
 2. double date until 11:30 (first semester)
 3. single date until 11:30 (2nd semester)

Sunday

1. Town Permissions: two or more students: after church till 5:00 p.m.
2. Dating: single dating: after church until 5:00 p.m.

Exceptions:

Weekdays

1. Sophomores in groups of at least four may go out to supper Friday nights until 7:25 p.m.
2. Sophomores may date until 7:25 on Friday night (second semester)
3. Underclassmen may go to Little Store, Laundromat, Char-Grill, and Papogallo Shop alone; but not later than 5:00 p.m.

Saturday

1. Three or more Freshmen accompanied by a sophomore may go out from 5:00 p.m. to 10:30 p.m.
2. Sophomores in groups of at least four may go out until 10:30 p.m.

Sunday

1. Sophomores in groups of at least four may go out to the Little Store from 6:00 to 7:00 p.m.

OFF-CAMPUS REGULATIONS:

A. UNDERCLASSMEN

1. Underclassmen must sign out whenever they leave campus.
2. Underclassmen may have unlimited town permissions.
3. Underclassmen attending out of town football games with dates may leave college at 11:00 a.m. and return at 11:00 p.m. provided they double date after 6:00 p.m.
4. Underclassmen may get special permission to date with a Day Student.
5. Underclassmen who go out Saturday night with their parents or friends of their parents will be allowed to stay out until 11:00 p.m.
6. Dresses and shoes are to be worn off-campus.

Sophomores:

1. Dating:
 - a. First quarter Sophomores must double date.
 - b. After first quarter, Sophomores may single date.
 - c. New Sophomores may not single date until second semester.

Freshmen:

1. Dating:
 - a. First quarter Freshmen must double date with a Sophomore or an Upperclassman. The Upperclassmen must return with the Underclassman but are allowed to go back out until 12:00.
 - b. After first quarter Freshmen may double date with girls of their own class.

OFF-CAMPUS REGULATIONS

B. UPPERCLASSMEN

Weekdays	Saturday	Sunday
<p>1. Town Permissions: 11:00 a.m.-6:00 p.m. or 7:25 if in groups of two.</p> <p>2. Dating: Mon.-Thurs. 4:00- 6:00 p.m. Friday: 4:00-11:30 p.m. (Juniors may not date Friday night until after first quarter.)</p>	<p>1. Town Permissions: 9:00 a.m. until 6:00 p.m. or 10:30 p.m. if in groups of four.</p> <p>2. Dating: Juniors: 9:00 a.m. until 12:00 m. Seniors: 9:00 a.m. until 12:15 a.m. (12:30 for formal dances.)</p>	<p>1. Town Permissions: After church until 5:00. 6:00-7:25 in groups of two 6:00-10:30 p.m. in groups of four.</p> <p>2. Dating: After church until 5:00 6:00-11:00 p.m.</p>

Upperclassmen:

1. may date at specific dating hours and at any other time acquire special permission.
2. have unlimited town permissions.
3. must sign out when they plan to return to college after 6:00 p.m. Monday through Saturday.
4. sign out and in on town sheet when dating 4:00-6:00 p.m. Monday-Saturday.
5. if going to Chapel Hill and Durham, other than dating, file special permission slip.
6. must sign out and return by 5:00 on Sunday.
7. will be allowed to stay out with their parents or friends of their parents on Saturday night until 11:00.
8. returning before 9:30 p.m. Thanksgiving, Christmas, Spring Holidays, exam break, or any other week-end, may sign out until 11:00 p.m.

OFF-CAMPUS REGULATIONS

C. GENERAL REGULATIONS

1. Each student is personally responsible for seeing that she is signed out correctly and that she has the required permission before leaving. Each girl must sign herself in and out.
2. During the college year, **inclusive of Thanksgiving, Christmas, Semester Break and Spring vacations**, St. Mary's students may not go into apartment or men's residences in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone.

Exceptions:

Seniors and Juniors second semester may go into apartments (this does not include dormitories, motels, or hotels) under the following conditions:

- a. A blanket permission must be signed by a parent of the student.
 - b. A student must be accompanied by at least one other couple.
 - c. Students must leave the apartment by 1:30 a.m.
 - d. When signing out, the student must leave the address of the apartment on her date slip or overnight slip.
 - e. This includes all college year holidays.
3. a. Parties and chaperones must be approved by the Dean when dating in the vicinities of Raleigh, Durham, and Chapel Hill.
 - b. When visiting outside the vicinities of Raleigh, Durham and Chapel Hill, a student, judging by the requirements of St. Mary's, must use her own discretion to determine whether or not the chaperone is acceptable.
4. Girls must not go into hotels and motels unchaperoned except by special permission from the Dean.
 5. All fraternity houses must be approved by the Dean.
 6. No student may leave campus after 9:30 p.m. without special permission.
 7. No boarding student is allowed to have a car in Raleigh with the following exceptions: Seniors with a academic average of B- or higher may have cars after Spring Vacation for use only when they take an overnight. Car keys must be turned in promptly to the Dean's office.
 8. Dresses and shoes are to be worn off-campus. Pant-suits are also acceptable for dating (not shorts, slacks, or dungarees).

OFF-CAMPUS REGULATIONS

D. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

I. Overnight Slips

1. Overnight slips must be filled in lower Smedes.
2. Parental permissions and hostess invitations must be sent DIRECTLY TO THE OFFICE OF THE DEAN OF STUDENTS.
3. Permissions and invitations must be in by 1:00 p.m., two days before departure—Wednesday 1:00 p.m. for Friday;
Thursday 1:00 p.m. for Saturday.
4. Parental permission for going home or to spend a night in Chapel Hill or Durham is not required for college students unless requested by parents.
5. Points are given for late filing of slips, parental permissions, and hostess invitations.

II. Slips for dating, going out in groups, or with relatives and friends.

A. Underclassmen

1. Must file a slip for any absence after 6:00 p.m.
2. Saturday dating and special permission
 - a. **Blue** slips for Saturday dating in Raleigh and vicinity.
 - b. Filed by 8:30 in lower Smedes.
 - c. Sign out and in on alphabetical master list in the sign out hall.
 - d. **White** special permission slips for going out of Raleigh, dance with late permission, or Cabin party must be filed in lower Smedes by 1:00 p.m. Friday for Saturday and by 1:00 p.m. Saturday for Sunday.

B. Upperclassmen

All slips must be filed in lower Smedes permission boxes. Sign in and out on the master list in the sign out hall.

1. Monday-Thursday
 - a. special permission for special absences file white slip.
 - b. dating 4:00-6:00 sign out on town sheet.

OFF-CAMPUS REGULATIONS

2. Friday

- a. **yellow** slips for dating in Raleigh and vicinity.
- b. **white** special permission slips for cabin party or formal dance.

3. Saturday

- a. **blue** slips for dating in Raleigh and vicinity.
- b. **white** special permission slips for cabin party or formal dance.

4. Sunday

- a. before 5:00 p.m. sign in and out on town sheet.
- b. **pink** slips after 6:00 for dating in Raleigh and vicinity.
- c. **Sunday night dating not permissible if on deficiency list.**

C. General

- 1. **Write last name first on all slips.**
- 2. All date slips are filled out in ink and filed in lower Smedes boxes by 8:30 p.m.
- 3. Sign in and out on master list in sign out hall.
- 4. For information concerning making up closed study due to a special permission, see pages 18 and 19.
- 5. Do not initial master list.
- 6. In order to void a filed slip, leave a note on the Dean's door.

E. SPECIAL PARENTAL PERMISSIONS

- I. A written permission from parents releasing the college from all responsibility is required for students:
 - a. to ride in a car with a date in Raleigh, and to and from specified designations.
 - b. to fly in commercial planes.
 - c. to go to an apartment (Senior's and Junior's second semester).
- II. No presigned or blanket permission from parents is accepted as routine for the following. Special permissions must be sent in by parents for students:
 - a. to ride out of Raleigh in privately operated cars on **long trips**.
 - b. to fly in non-commercial (private) planes.
 - c. for underclassmen requesting late dance permission.

VIII. WEEKEND ABSENCES

A. GENERAL

1. Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. They must hand in before her departure any written work due during her absence.
2. Delayed return on Sunday night when due at 10:00 p.m. is subject to Hall Council penalty, unless special permission has been granted by the Dean.
3. If at any time a student realizes that she will be late in returning, she must call the Dean at once.
4. On the day on which a student is due back after a permitted absence, she must return to college immediately upon arrival in Raleigh unless accompanied by her parents or the parent of another St. Mary's student.

B. UNDERCLASSMEN—QUOTA

	First Semester	Second Semester
Freshmen	4 overnights 2 morning and 2 evening chapel absences	7 overnights 3 morning and 3 evening chapel absences
Sophomores	5 overnights 2 morning and 2 evening chapel absences	7 overnights 3 morning and 3 evening chapel absences

Sophomores may take an additional overnight with chapel either semester (provided it is for the purpose of visiting colleges).

Underclassmen:

Over-nights may be taken Friday (after classes) through Sunday to 10:00 p.m.

Parent's Nights begin after classes and end in time for class the next morning, otherwise by 10:30 a.m., including Saturday and Sunday.

C. UPPERCLASSMEN—QUOTA

1. Each semester a college student is permitted a quota of overnights and Sunday morning and evening chapel absences.

Overnights may be taken:

Seniors: Thursday (11 a.m.) through Monday (before chapel).

Juniors: Friday (after chapel) through Sunday 10:00 p.m.

	First Semester	Second Semester
Seniors	14 overnights 4 morning and 4 evening chapel absences	18 overnights 8 morning and 8 evening chapel absences
Juniors	8 overnights 3 morning and 3 evening chapel absences	12 overnights 6 morning and 6 evening chapel absences

2. Regulations:

- A. A note should be left in the Dean's office:
 - 1) if voiding an overnight slip
 - 2) if returning earlier than anticipated
 - 3) to cancel a chapel absence
- B. If a girl takes a Sunday overnight and returns after Monday morning chapel, or a girl exceeds her quota of Sunday chapel absences, she receives the usual penalty for failure to attend weekday chapel.
- C. Late hostess invitations must be in at least **2 hours** prior to the time of leaving campus.
- D. The list of incomplete parental or hostess permissions in the Sign Out Hall should be noted.

WEEK-END ABSENCES

- E. Returning from a Sunday overnight after Monday chapel or exceeding the quota of chapel absences carries a penalty for failure to attend weekday chapel.
- F. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.

3. Filing Overnight Slips:

- A. File overnight slips by 1:00 p.m. two days before departure.
- B. After "Absence counts as....." on the slip, designate the nights away and the number of morning and/or evening chapel absences.

D. GENERAL

- 1. A student's quota of overnight absences may be diminished if her health or her academic record makes such a step advisable.
- 2. No one may be away from the college overnight without permission from the Dean, written permission from her home, and a written invitation from her hostess. ALL PERMISSIONS AND INVITATIONS MUST BE SENT DIRECTLY TO THE DEAN.
- 3. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. College is in session at all times except during Thanksgiving, Christmas, spring, and summer vacations.

A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh.

- 4. No over-nights are granted:
 - a.) on orientation week end.

WEEK-END ABSENCES

- b.) until after the pageant on May Day.
- c.) until after the supervised study hall held four times a year for underclassmen.
- 5. Absences on successive week ends are not advised for students whose work is not thoroughly satisfactory.
- 6. A student may leave college after her mid-term examinations for the rest of the week without counting the absence against her quota.
- 7. A student returning late or going to the infirmary **because of fatigue** on Monday or Tuesday after taking a week end or Saturday night must forfeit one day from a subsequent overnight or week end and count as a cut each class missed. If a student is ill she should go to the infirmary at once. No penalty will be applied.

E. PARENT'S NIGHT

- 1. The parents of a student may take their daughter, **no other students**, to spend the night in Raleigh or the immediate vicinity of Raleigh.
- 2. When a student takes a parent's night in order to attend a social function or date in the vicinity of Raleigh, the absence counts as an over-night.
- 3. Students planning to take a parent's night file an overnight permission slip for each night. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
- 4. Students taking a parent's night must return in time for classes otherwise by 10:30 a.m., including Saturday and Sunday.
- 5. Resident students who are from Raleigh may not take Parent's nights.

WEEK-END ABSENCES

F. OFF-CAMPUS DANCES

1. A student attending a dance in Raleigh goes from the college and returns to the college unless she is staying with her own mother or father. She must be in by 12:30 a.m.
2. Upperclassmen may secure late permission for approved dances on Friday nights.
3. Underclassmen not in supervised study hall may have occasional Friday night dance permissions. If in study hall she must forfeit an over-night for such a permission. Underclassmen may not have late permission Friday and Saturday in the same week. They must have written parental permission for all late permissions.
4. Girls attending dances at colleges outside of Raleigh must stay in the homes of approved hostesses. They are expected to be in within an hour after the dance and to follow all rules for visiting girls.

G. HOLIDAYS

1. A student who overstays her permission may not be allowed to return. See calendar days regarding academic regulations.
2. A student whose plans for return after a vacation are unexpectedly changed should call the DEAN'S OFFICE after 12:00 noon on the day she is due to return.

IX. DAY STUDENTS

St. Mary's considers all day students important members of the student body. Day students, as members of the Student Government Association, are urged to take an integral part in all phases and activities of college life.

A. RESTRICTIONS

1. It is important to note that day students represent St. Mary's even when they are under their parent's jurisdiction.
2. Underclassmen whose grades put them on the study hall list are required to study in the library during all of their free periods after their first class. Study Hall reports should be turned in to the Day Student President on Friday before 1:00 p.m.
3. A day student who becomes ill during the college day should go to the infirmary and ask the nurse's permission either to lie down or to go home. She should not leave without permission unless she has completed her schedule for the day. If the infirmary is closed, report to the Dean's office.
4. Day Students who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday through Fridays and 8:30 a.m. to 12:30 p.m. on Saturday. These students are allowed one hour off campus between 12:00 and 2:00 for lunch. A signed statement saying that the campus has been made up must be given to the Day Student President at the end of each day. Points will be given for failure to hand in these statements.
5. Day students must attend assembly on Tuesdays and Thursdays and morning chapel on Mondays (Freshmen, Sophomores, and Seniors), Wednesdays (Freshmen, Juniors, and Seniors), and Fridays (Freshmen, Sophomores, and Juniors).
6. Day Students should attend all Student Government meetings and all Day Student meetings unless excused by the President of the Day Students.
7. Day Students wishing to have a meal in the dining room must consult the manager of the dining room. Charges are paid at each meal or billed monthly to parents.
8. Day Students may not go to dormitory rooms during class hours or meal hours except when invited by a resident student.

DAY STUDENTS

B. ABSENCES AND TARDIES

1. When a day student finds that she will be absent, she should call the college switchboard (828-2521) between 8:00 and 8:30 a.m., and leave a message for the Dean's office.
2. On returning from an illness or an emergency absence, a Day Student must bring to the office of the Dean of Students a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note will result in an unexcused absence.
3. See Academic Regulations.

C. COMMUNICATIONS

1. Day Students are responsible for reading both the Day Student bulletin board and those in the covered way.
2. If it is necessary for parents or friends to telephone a Day Student, they must call the switchboard and ask for the Day Student's House.
3. In case of emergency, parents may get in touch with their daughters through the Dean's office.

D. PRIVILEGES

1. Day Students may use the sun porches at the same conditions as boarding students.
2. When visiting the dormitories at night, Day Students should leave by 10:15 p.m. Monday through Thursday, 10:45 p.m. Friday and Sunday, and 11:45 p. m. on Saturdays. If a Day Student needs to stay later than these hours, she must get permission from the Dean.

E. DAY STUDENT'S HOUSE

1. Day Students may smoke in the Day Student House and wherever resident students may smoke.
2. Reasonable quiet must be observed in the Day Student House, with library quiet in the study rooms.
3. Each Day Student is responsible for taking care of the furniture and keeping the house clean. Points will be given for untidiness.

DAY STUDENTS

F. PARKING

1. Register cars and car license numbers with the Dean.
2. Day Students may park in the area behind the library building. After 6:00, Day Students park in the circle in front of Smedes.
3. When staying overnight (Friday or Saturday only), Day Students must turn their car keys into the Dean's office and then be registered in the guest book by a resident student.



X. ACADEMIC REGULATIONS

A. GRADING

All grades are given in letters.

The following system of grading is used at St. Mary's:

A = Superior

C = Good

F = Failing

B = Very Good

D = Passing

A student's semester grade is the average of her examination grade and her two quarterly grades. Quarterly and semester reports are sent to parents.

If a student has any questions concerning the evaluation of her final examination or her final grade in a course, she may make an appointment with the instructor concerned to discuss the matter. The final evaluation of all grades rests, of course, solely with the instructor concerned.

No student is excused from examination; an examination that is missed because of illness must be made up.

Students entering more than four weeks late may not receive credit for the semester.

Students who miss more than six weeks of classes may not receive credit for the semester's work.

Students whose grades are unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week. Late work will not be accepted.

ACADEMIC REGULATIONS

B. CLASS ATTENDANCE

1. Upperclassmen

All students are expected to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations **and for keeping an accurate record of her absences from class.** Absence does not relieve the student from responsibility for work required while she is absent; any written assignment due in a class that is to be missed must be turned in to the teacher prior to the absence, except in the case of personal illness. In such a case a student may have a week in which to complete the work missed. The student is reminded that she is not allowed to make up an assigned test which is missed because of a cut. The limit placed on the number of cuts is not designed as a punitive measure, but to protect the student.

The following regulations stand as a guide for class absences and must be adhered to strictly.

I. REGULATIONS REGARDING CUTS:

College students are allowed cuts each semester equal to the number of class hours per week in the particular course, not to exceed three. This policy includes physical education classes and private music lessons, as well as the usual courses. Only one cut of a laboratory period is permitted. A student on academic probation is allowed only one cut in each course the second semester. **A suspended student automatically loses all remaining cuts for the semester.**

A student may have no more cuts or excused absences than this chart indicates:

Class Meetings a Week	Cuts	Excused Absences	Total
4 hours	3	8	11
3 hours (MWF)	3	8	11
3 hours (TT)	2	5	7
2 hours	2	5	7
1 hour	1	3	4

Each excused absence beyond the quota is counted as a cut, but in no case may the total number of cuts and excused absences be greater than the total number listed in the chart.

ACADEMIC REGULATIONS

II. EXPLANATIONS OF EXCUSED ABSENCES:

A. Excused Personal Illness:

1. Resident Students:

- a. A student who has been in the infirmary or in the hospital is automatically excused.
- b. A student who has been ill at home and brings a statement from her home physician to the Dean of Students' office **on the day of her return** is granted excused absences.

2. Day Students:

- a. A student who has been ill at home and brings a statement from her physician, parent, or guardian to the Dean of Students' office **on the day of her return** is granted excused absences.
- b. Unless the above statements are filed in the Dean of Students' office, the absences are counted as cuts.

B. Official College Business:

1. Absence from class to attend an off-campus function related to a student's work is excused provided special permission has been granted prior to the absence.
2. Absence from class to fulfill officially delegated responsibilities is granted by the Absence Committee.

C. A death in the immediate family of the student is a reason for excused absences to be granted.

D. Students on first semester honor roll have demonstrated a mature and responsible attitude toward their academic work; therefore, they are allowed one additional cut in each course during the second semester.

III. PENALTY FOR EXCEEDING THE QUOTA OF CUTS AND EXCUSED ABSENCES:

A. Three unexcused tardies equal one cut.

B. If during either semester of a college year a student exceeds by one cut the maximum number of permitted cuts for a course, her semester grade in that course is lowered one letter. An additional cut in that course results in her being dropped from the course with an F.

ACADEMIC REGULATIONS

C. Any student whose total absences exceed the chart total by more than one absence is automatically dropped from the course with an F, the first excessive cut having lowered the course grade one letter grade.

D. Right of Appeal:

A student has the right of appeal regarding absence penalties. Final decision on the appeal rests with the Absence Committee.

IV. REGULATIONS REGARDING CALENDAR DAYS AND OTHER PROCEDURES:

A. Calendar Days:

Calendar days are defined as two days before and after a vacation. All students are required to attend the LAST MEETING OF EACH CLASS PRIOR to Thanksgiving, Christmas, Spring Vacations, and Semester break and the FIRST MEETING OF EACH CLASS FOLLOWING THESE VACATIONS. (Exception—a class whose last meeting is more than forty-eight hours prior to the start of vacation or whose first meeting is more than forty-eight hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to a lowering by one letter of the semester grade in the course. An additional cut in the course results in the student being dropped from the course with an F.

B. Changing Sections:

If a student attends any section of her class other than her own or makes up an assigned test at any time other than her scheduled time, she must sacrifice a cut. (NO cuts are allowed on Calendar Days.)

C. Leaving Class Early:

If an upperclassman leaves class early for any reason other than illness or emergency, this absence will count as a cut. If a student is ill and is excused from class during a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' office.

ACADEMIC REGULATIONS

2. Underclassmen

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations.

The following regulations stand as a guide for class absences and must be adhered to strictly:

I. REGULATIONS REGARDING ABSENCES:

High school students are not allowed to miss classes for any reasons other than **excused personal illness** or **official college business**.

A. Excused Personal Illness:

1. Resident students:

- a. A student has been in the infirmary or in the hospital.
- b. A student has been ill at home and **on the day of her return** brings a statement from her physician to the Dean's Office.

2. Day students:

A student has been ill at home and **on the day of her return** brings a note from her physician, parent, or guardian to the Dean's Office.

B. Official College Business

1. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
2. Absence from class to fulfill delegated responsibilities.

Any absence which does not meet one of the the above conditions is NOT excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence.

II. REGULATIONS REGARDING CALENDAR DAYS AND OTHER PROCEDURES:

A. Calendar Days:

All students are required to attend the last meeting of each

ACADEMIC REGULATIONS

class prior to Thanksgiving, Christmas, and Spring Vacations and Semester break and the first meeting of each class following these vacations. It is important that both students and parents realize that no exceptions can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

B. Changing Sections:

No student may attend another section in place of the one for which she is regularly scheduled.

C. Leaving Class Early:

No student may leave a class before the regularly scheduled time, except in the case of illness or emergency. If a student is ill and is excused from class, she must report immediately to the infirmary.

C. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. Beginning with the 1965-66 session the quality point system at St. Mary's Junior College will be as follows:

A = 4 quality points per semester hour

B = 3 quality points per semester hour

C = 2 quality points per semester hour

D = 1 quality point per semester hour

2. For Graduation

For graduation a student must earn 60 semester hours in academic work and 120 quality points, with a quality point ratio (Q.P.R.) of 1.80 (Quality points are not given for Physical Education). The Q.P.R. is calculated by dividing the accumulated number of quality points earned by the accumulated number of semester hours **carried** in academic work (not semester hours passed). Students in residence for one year must earn 30 hours and 60 quality points at St. Mary's. Those in residence for two years must earn a minimum of 51 hours and 102 quality points at St. Mary's with a Q.P.R. of 1.80. To make up deficiencies, a student may earn a maximum of 9 hours in the summer session of accredited colleges. Transfer credit of D grade is not accepted, and quality points beyond the value of C will not be awarded for work from another college.

ACADEMIC REGULATIONS

3. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.25, plus 2 hours of Physical Education, to be considered for re-admission. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the senior class, with a Q.P.R. below 1.73, she is automatically placed on academic probation for the following semester. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class.

4. Senior Year

Seniors, also, will be subject to academic probation and its terms, based on the second semester of the junior year as well as the first semester of the senior year.

D. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C- on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. She must have earned a quality point ratio of 3.0 or better in her subjects taken for credit.

First and third quarter honor rolls are based on quarter grades.

Second and fourth quarter honor rolls are based on semester grades.

Year honor roll is based on the two semester grades.

Students on the semester honor roll (based upon grades from the previous semester) are allowed one additional cut per class as they have demonstrated a mature and responsible attitude toward their academic work.

E. GRADE REPORTS

Grade Reports are sent to parents and guardians every two months.

F. CHANGES IN COURSES

No new course may be registered for or dropped after the first two weeks of the year and the first week of the second semester unless by faculty recommendation. A student dropping a course after the

ACADEMIC REGULATIONS—ATHLETICS

allotted time automatically receives a F in it. Hyphenated courses must be completed to receive any credit.

G. ACADEMIC PROBATION

Academic probation is a Q. P. R. below 1.73. A student on academic probation is permitted only one unexcused absence from each class.

H. DEFICIENCY LISTS AND STUDY HALLS

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

High school students are required to attend four Saturday Supervised Study Hall sessions—8:30 to 11:30 a.m. prior to Christmas and Spring vacations and prior to Midyear and Final examinations.

I. MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

XI. ATHLETICS

A. ATHLETIC ASSOCIATION

Every girl belongs to one of the athletic clubs, Sigma or Mu. The officers of both clubs, the President of the Letter Club and the sports instructor make up the Athletic Council. This Council plans the year's program of extracurricular athletic activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played. There are a total of 14 tournaments held throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic club whose members win a tournament.

Individual students are awarded additional points for Orchesis, Caperettes, Sea Saints, and Tennis Club. Other points are gained during the year by participating in any special programs sponsored by the Physical Education Department.

ATHLETICS

A Letter Club Banquet is held near the end of school, at which time the final awards are presented by the President and members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.
4. The All-Star team is selected by the vote of all the girls on the Sigma's and Mu's team. A blue felt star is given each girl making an All-Star team.
5. The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second All-Star team in a different sport or accumulates 100 points, 40 of which are earned by making an All-Star team and first team. If she earns 200 points in a variety of activities and has no all stars, she may still be eligible for membership.
6. No smoking is allowed in the gym, the swimming area, on the tennis courts, or on the athletic field.

B. TENNIS

1. Tennis courts are grasstex.
2. Gates Rules:
 - a. Leave tennis ball cans at entrance to court.
 - b. Pick up all acorns, gravel, etc.
 - c. Wear only smooth soled tennis shoes, no street shoes, no heels.
 - d. Keep gates closed.
3. These courts are for the use of students and faculty only.
4. Tennis courts may not be used during church time on Sunday.

C. SWIMMING

1. To graduate from St. Mary's a girl must pass a swimming proficiency test.

ATHLETICS

2. Students wishing to go swimming must be accompanied by a Senior Life Saver.
3. Groups of students may use the pool:
 - a. During the afternoon when swimming class is not in session.
 - b. From 9:30 to 10:00 p.m.
4. Suits and towels are supplied, but each student must have her own bathing cap, which is required for swimming in the pool.
5. Any student using the pool is subject to the general rules of behavior posted in the pool room.
6. NO ONE IS ALLOWED TO SWIM ALONE.

D. SPORTSMANSHIP

The ultimate goal in the Physical Education Department is to have each girl become aware of sportsmanship as she participates in classes or in inter-scholastic activities.

E. RIDING

1. Riding instructions are given at Horseshoe Acres.
2. The fee is charged by the semester and includes transportation.
3. Old girls may take it for credit.
4. New girls may take it plus the required program.
5. Parental permission is needed.

F. GOLF

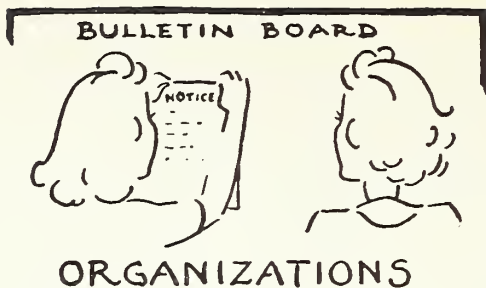
1. Golf instruction is given at a nearby club first and fourth quarters.
2. The fee is charged by the quarter.

G. BOWLING

1. Bowling instruction is given at Western Lanes each quarter.
2. The fee is charged by the quarter.

H. GENERAL

1. Gym suits are to be worn only to gym classes.
2. Underclassmen sign out on the town sheet to bowling, golf, and horseback riding.



I. HONORARY

The Order of the Circle

President

Emily Kilpatrick

"As the Circle symbolizes unity, so the purpose of this organization shall be to promote a spirit of cooperation among the students, by the cultivation of high ideals of service, fellowship, citizenship, and scholarship and to assist new students in finding their place in the school life and activities." The Secretary and Treasurer are to be elected in the fall.

The Beacon

President

Dell Parker

"The Beacon is an honorary organization, and the principal purposes are to promote among the high school girls a better school spirit, cooperation, and participation in extracurricular activities."

ORGANIZATIONS

Marshals

Chief Marshal

Woody Bobbitt

Marshals—Elizabeth Capehart, Karen Connelly, Emma Lou Sanders, Collins Stukes, Sally Taylor.

New marshals are elected by the student body from the rising senior class, and assume their duties on the third Sunday before Commencement. The marshals take the offering in Chapel, lead Chapel lines, act as ushers at entertainments in the Auditorium, and maintain order at all student body gatherings.

Letter Club

President

Connie Darby

The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she makes her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. Each member receives a chenille letter to be worn on her school jacket or sweater. New members are announced throughout the year and are welcomed into the club. All-stars are awarded in assembly by the Letter Club President.

The Order of St. Genesius

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.
2. It shall function as the acting nucleus and co-ordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of the theatre but also on her character, attitude, enthusiasm, co-operation, dedication, and acceptable scholastic average.

ORGANIZATIONS

II. Extracurricular Activities

Acolytes

Chairman

Peggy Griswold

The acolyte committee is composed of approximately a dozen girls who assist the chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the second semester to serve for the coming school year.

Altar Guild

Chairman

Jennie Wiggins

The Altar Guild, which has charge of preparing for chapel services, through various committees, is composed of high school and college students.

Choir

Membership in the Choir is open to all students who must attend choir rehearsals regularly. The rehearsals are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special occasions. The officers are to be elected in the fall.

Glee Club

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at college and accepts invitations during the year from clubs, other colleges, and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club members by the director. They also accept invitations during the year. The members of the Glee Club receive $1\frac{1}{2}$ units of credit a year. The officers are to be elected in the fall.

Dramatics Club

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

ORGANIZATIONS

Y. W. C. A.

The Y. W. C. A. is a service organization. Among its activities is a Christmas party for the orphanage, social work at Dorothea Dix, The North Carolina State School for the Blind, and Saint Luke's Home for the Aged.

The Young Democrats Club

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Young Republicans Club

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The four officers are to be elected in the fall.

The Granddaughters' Club

The Granddaughters' Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. The officers are to be elected in the fall.

Tennis Club

Membership in the Tennis Club is opened to interested students who possess an advanced level of skill and the desire for competition. Tryouts are held at the beginning of each semester. Matches are arranged with other nearby colleges.

Sea Saints

President

Sweetie Seifart

Sea Saints, the synchronized swimming club, presents a Spring show, for which the members prepare during the year. Tryouts are held in the fall, and members plan choreography and staging. The Sea Saints also attend water ballet performances given by swim clubs of neighboring colleges.

ORGANIZATIONS

Orchesis

President
Secretary-Treasurer

Laura Holloway
Susan Lutz

Orchesis is an advanced dance group, consisting of girls who have met the necessary requirements for membership. The group not only has classes in choreography, dance technique, and dance history, but also presents an assembly program and the May Day Pageant.

Caperettes

President
Vice-President

Lynne Dunstan
Beth Senter

The Caperettes, organized in the fall of 1962, offers advanced tap dance training. They aim for precision and accuracy in a variety of dances. During the year, Caperettes presents programs on and off campus.

"Cold Cuts"

President

Nancy Gheesling

"Cold Cuts" is a Senior Class musical group. New members are elected by the "cold cuts" themselves. Every conceivable instrument—from washboards and combs to bongo drums, guitars, and the piano—is used. These girls, in their overalls and plaid shirts, add much school spirit to St. Mary's!

Student Publications

The STAGECOACH is the annual, given out each year on Class Day. The MUSE is the literary magazine, published in December and May. The BELLES is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

Editor of the STAGECOACH
Editor of the MUSE
Editor of the BELLES
Editor of the HANDBOOK

Mary Vance
Jane Upton
Dru Haley
Connie Darby

Vestry

Chairmen

Sherry Graham
Sara Francis Walters

The Vestry serves as a liaison between the chapel and the students. Composed of high school and college students, and functions under the direction of the Chaplain.



DRESS REGULATIONS

Dresses are to be worn to class and other social occasions and meals. Sunday dresses are suitable for concerts, teas, and other classes.

Shoes are to be worn at all times on or off campus.

Dresses or pants-suits may be worn on dates (this does not include shorts, slacks, or dungarees).

Special permission may be obtained to wear slacks to a picnic or other outdoor function off-campus. These outfits should be covered by a raincoat.

NECESSITIES

Gloves, hats and conservative dresses or suits for church.

Gloves and appropriate dresses for concerts.

Dresses or suits, with heels, for Sunday dinner.

Sports clothes for picnics and study hours.

Loafers, skirts, sweaters, and blouses for class.

A raincoat and a heavy coat.

A white dress to be worn at commencement time, for Class Day and Graduation (All Classes).

YOU'LL NEED THINGS BESIDES CLOTHES

Blankets & Pillow

Sheets

Pillow cases

Towels

Bedspreads

Quilted mattress protector

Bathing Cap

Tennis Shoes

Name Tapes

Laundry bags—at least two

Study lamp

Alarm Clock

Webster's Seventh New Collegiate Dictionary

NECESSITIES

SUGGESTED

Rubber boots	Shoe bags or rack
Sewing box	Wastepaper basket
Backrest	Record Player
Radio	Skirt and blouse hangers
Tennis racket and balls	Hot water bottle

REQUIRED

One white towel to donate to the Physical Education department.
A flashlight.

THINGS NOT TO BRING

1. **Electric appliances**, for example: sun lamp, coffee pots, heating pads, electric blankets.
2. Pole lamps.

PLEASE NOTE: AT THE END OF THE FIRST MONTH OF THE ACADEMIC YEAR, STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. IF SHE FAILS THE TEST, SHE WILL BE CAMPUSED UNTIL SHE HAS PASSED IT (80 is passing).

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BRING THIS BOOK WITH YOU

RECORD OF OVER-NIGHT ABSENCES

SEMESTER

	1ST	2ND
OVERNIGHTS		
CHAPEL ABSENCES (MORNING)		
CHAPEL ABSENCES (EVENING)		

RECORD OF CLASS ATTENDANCE

First Semester

[illegible]

RECORD OF CLASS ATTENDANCE

Second Semester

COURSE	EXCUSED	TARDIES	CUTS

REGULATION CHANGES 1969-70

Note : All college regulations are formulated by the Student Government Association and approved by the President of the college. This page is to be used as your record of changes to be made during the current college year.

School Song

HAIL, ST. MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands St. Mary's true and noble
'Neath the Southern skies.

*Far and wide, oh sound her praises,
Chorus full and free,
Hail, St. Mary's, Alma Mater,
Hail, all hail to thee!*

Well we love the little Chapel,
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet, enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

—Adapted from Margaret Mason Young, 1899.



